Request for Proposals

submitted on the basis of the competitiveness principle in relation to the project entitled “The IT Competence Breeding Ground – Open IT Training for Non-University Community”

Measure 4.1 ”Strengthening the teaching potential of the university” – Operational Programme for Human Capital (hereinafter “Project”)

1. Contracting Authority

Warsaw School of Computer Science (Warszawska Wyższa Szkoła Informatyki)  
ul. Lewartowskiego 17  
00-169 Warsaw  
Tel.: 22 489 64 90  
Fax: 22 489 64 91

2. General Provisions

2.1. The procedure is not subject to the Public Procurement Law of 29 January 2004.  
2.2. The procedure is carried out in relation to the competitiveness principle under projects covered by the Operational Programme for Human Capital.  
2.3. The Contracting Authority reserves the right to invalidate the procedure without reason and to leave the procedure without choosing any proposal.

3. Description of the Project

The Project covers the fulfilment of duties consisting in the provision of educational and training services (CPV code 80000000-4).

3.1. Detailed scope of the Project

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<th>Scope of the Project</th>
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| • The performance of the cycle of lectures in English on issues connected with IT development trends and tendencies in Poland and in the world in the area of artificial intelligence under the ICT International University, including 20 hours in each period, to be recorded for the purpose of the multiple presentation of lectures via the e-learning platform owned by the Contracting Authority. | • 7-16/10/2011* and Q1-Q4 of 2012**  
• specific work contract |

*The Project co-financed by the European Union under the European Social Fund.*
• Edition of and consultation on the montage of the recorded lectures.
• Preparation of publications and presentations for the purpose of the lectures based on guidelines concerning the identification of projects under the Operational Programme for Human Capital.

3.2. Neither partial nor variant offers are permitted.
3.3. The detailed schedule of the Project will be communicated directly before the commencement thereof.

*In the case of acts of God, both the Contracting Authority and the Service Provider may agree upon a different date. Any change in the dates must be accepted by both Parties.

** The exact date will be agreed at least a month before the service provision.

4. Service provider selection criteria

The Project may be granted only to those service providers that:

1. have at least the scientific degree of doctor, were or are employed with foreign universities providing IT education; the minimum period of employment with the foreign university/universities: 10 years;
2. are authors of at least five chapters in books or independent authors of at least two books on issues subject to the Project;
3. are authors of at least five articles on issues subject to the Project, published in foreign professional periodicals;
4. speak and write advanced English;
5. have necessary knowledge and experience in the fulfilment of duties specified in the Description of the Project.

5. Evaluation criteria

1. The period of employment with the foreign university/universities (the list to be prepared in accordance with Appendix No. 1 hereto): the weight of 50%.

The Service Provider that evidences the longest period of employment with the foreign university/universities will receive at the maximum 50 credits. Every subsequent service provider will receive 5 credits less.

2. The number of scientific publications: the weight of 50%.

The Service Provider that evidences the biggest number of scientific publications will receive at the maximum 50 credits. Every subsequent service provider will receive 5 credits less.

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For the purpose of this criterion, “scientific publications” mean original chapters in the books or original books on issues subject to the Project.

The Project will be awarded to the service provider that obtains the biggest number of credits.

6. **Proposal preparation; submission place and date**

1. Proposals must be submitted in English in the form constituting Appendix No. 1 hereto.

2. Proposals must be prepared in English and sent to wjakubowska@wwsi.edu.pl by 27 September, 10:00 a.m.

7. **Other important terms and conditions**

1. Lecture recordings constituting one of the subject matters hereof will be prepared in the form of original work and will be governed by the Copyright and Related Rights Act of 4 February 1994.

2. The Contracting Authority will hold copyrights to the recorded lectures. The fields of use will be defined in the agreement to be concluded with the lecturer selected hereunder.

3. The Contracting Authority undertakes to pay the cost of return economic flight from the place of residence to Warsaw on the basis of air tickets to be issued by a carrier to the Service Provider's benefit. The maximum travel cost subject to reimbursement is PLN 3,500.00 (per training date).

4. The Contracting Authority undertakes to pay the Service Provider's hotel accommodation costs in the period of lectures. The Service Provider must inform about his/her intended accommodation at least 14 days before the commencement of the work.

5. The maximum gross remuneration in consideration for the services provided is PLN 13,500.00 (per service).

The service will be settled under the project entitled “The IT Competence Breeding Ground – Open IT Training for Non-University Community” co-financed by the EU.

Please, submit your proposals.