

## Procurement request

| Article / Service        | Delivery date | Expected costs (excl. VAT) | Budget line                          |
|--------------------------|---------------|----------------------------|--------------------------------------|
| INNO project coordinator | 01/11/2008    | EUR 10,000 / 6 months      | INNO External expertise and services |

|  |   |
|--|---|
| <b>Justification/description of services or goods requested:</b> | <b>The partnership has decided that the INNO project coordination has to be externalised to a company experienced in INTERREG project coordination.</b> |
|--|---|

## Selection of provider

|                                    |  |
|------------------------------------|--|
| <b>Type of selection procedure</b> | EUR 50,000 - 206,000 : Publication of a contract notice in the BOAMP or in a newspaper |
| <b>Justification if deviation</b>  | N/A  |

| Name of company consulted                    | ExpertProject   | France-Europe, Paris                                 | Jean-Marc Dupont, Lille                              |
|--|---|--|--|
| <b>Name of the contact person</b>            | Nathalie Paris  | Marie-France Petit                                   | Jean-Marc Dupont                                     |
| <b>Date of consultation</b>                  | 30/09/2008  | 30/09/2008   | 30/09/2008   |
| <b>How were the companies consulted?</b>     | Publication in the Voix du Nord (Regional newspaper)  | Publication in the Voix du Nord (Regional newspaper) | Publication in the Voix du Nord (Regional newspaper) |
| <b>Date of receipt of offer</b>              | 05/10/2008  | 07/10/2008   | 10/10/2008   |
| <b>Delivery notice</b>                       | 01/11/2008  | 01/11/2008   | 01/11/2008   |
| <b>Summary description of offer received</b> | 12 years experience, EUR 30,000 / 6 months  | 10 years experience, EUR 9,000 / 6 months            | 10 years experience, EUR 10,000/ 6 months            |
| <b>Price proposed in offer (excl. VAT)</b>   | EUR 180,000   | EUR 54,000   | EUR 60,000   |
| <b>Company selected and justification:</b>   | <b>Jean-Marc Dupont is selected because it offers sufficient experience and a reasonable price. In addition, the Lead Partner has already worked with this organisation on a similar project.</b> |  |  |

## Approval of Purchase and Selection

| Date       | Team member in charge | Procedure and budget (Finance Manager) | General approval (Director) |
|------------|-----------------------|--|-----------------------------|
| 30/09/2008 | AM                    | EL                                     | DP                          |

## Order

**Contract signed on** 25/10/2008

**Order issued on** 25/10/2008

**Documents attached to this note** (please tick)

Document with terms of reference       Offers received       Contract