

Cavan County Council

**RFQ – Request for Quotation**

**For Goods and/or Works and/or Services (Arts Consultant)**

|  |  |  |
| --- | --- | --- |
| Cavan County Council invites you to submit a quotation by completing this form for the supply of Goods and/or Works and/or Services specified.  Both Section A and B on the Quotation Submission Form must be completed in Full and submitted to the Council before the Quotation Deadline as instructed below.  Bidders must be able to Pass – Section A - the Suitability Criteria in order to have their Quotation considered under – Section B - the Award Criteria.  Further Quotation Instructions are attached. | | |
| Closing date for Submission (Quotation Deadline) | **(June 7th 2019)** | |
| Completed Quotation Submissions must be returned to | | |
| Email to: [ncosgrove@cavancoco.ie](mailto:ncosgrove@cavancoco.ie) | | |
| Closing date for Queries/Clarifications (Query Deadline) | | **31st May 2019** |
| Queries/Clarifications must be submitted to | | |
| Email to: [ncosgrove@cavancoco.ie](mailto:ncosgrove@cavancoco.ie) | | |

This request for quotation does not form any commitment to buy.

**Quotation Submission Form**

To: Cavan County Council

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation Name:** |  | | | |
| **Contact Person:** |  | **Position:** | |  |
| **Address:** |  | | | |
| **Phone:** | **Email:** | | **Website:** | |
|  |  | |  | |
| **VAT Registration No:** |  | **Legal Structure – partnership, limited company, etc.** | |  |

From:-

**Section A – Suitability Criteria (Pass/Fail)**

**Bidders must respond yes to all the following Suitability Criteria in order to Pass**

|  |  |
| --- | --- |
| Suitability Criteria | Yes/No |
| * Can you Comply with the Tax Requirement |  |
| * Can you Comply with the Insurance Requirement |  |
| * Can you Comply with the Health and Safety Requirement |  |
| * Did you complete Table A1 below to provide the relevant information to clearly demonstrating successful delivery of 2 previous comparable contracts / experience.   + 1 example must demonstrate proven track record and experience of working with at least of one of the themes, Inspiration, Boundaries, Arts and the law.   + 1 example must demonstrate proven track record and an ability to present/facilitate through the arts on a specific theme. Consider and explain your chosen learning outcomes. |  |
| * Can you meet or exceed the Councils Specification Requirements |  |
| * Have you the necessary resources to deliver Services in full and meet the Delivery Timeframes |  |
| * Have you submitted your proposed Programme of Works |  |

# Table A1 - Previous Contracts / Experience – Pass/Fail Criteria

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Reference Contract #1** | | | | | | |
| **Customer Name** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Delivery Date(s)** | **From** |  | | **To** | |  |
| **Contract Value** |  | | **Period value refers to** | |  | |
| **Detailed description** |  | | | | | |
| Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement: | | | | | | |
| example must demonstrate proven track record and experience of working with at least of one of the themes, Inspiration, Boundaries, Arts and the law.  . |  | | | | | |
| Any other relevant information | | | | | | |
|  | | | | | | |
| **Reference Contract #2** | | | | | | |
| **Customer Name** |  | | | | | |
| **Contact Name** |  | | | | | |
| **Contact Number** |  | | | | | |
| **Delivery Date(s)** | **From** |  | | **To** | |  |
| **Contract Value** |  | | **Period value refers to** | |  | |
| **Detailed description** |  | | | | | |
| Taking account of the features of the contract, please provide information in relation to the following, demonstrating comparability with the contract being awarded under this procurement: | | | | | | |
| example must demonstrate proven track record and an ability to present/facilitate through the arts on a specific theme. Consider and explain your chosen learning outcomes. |  | | | | | |
| Any other relevant information | | | | | | |
|  | | | | | | |

**Section B – Award Criteria (based on 100% Price)**

Bidders that pass Section A will have their Prices considered under Section B.

Bidders must also submit a Proposed Programme of Works. Any award of Contract under this RFQ will be subject to the successful Bidder and Cavan County Council agreeing a final Programme of Works.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Specification - Description** | | | |
| Refer to Appendix 1 | | | |
| **FIXED FEE** | **Total Fee proposed**  **(Excluding VAT) in Euro** | **VAT**  **Rate**  **(%)** | **Total Fee**  **proposed**  **(Including VAT)** |
| Proposed Total Fee for delivery of the programme. | € |  | € |

I/We confirm that I/we

* Will keep this offer for the contract open for acceptance by you for a period of 12 months from the date of deadline for submission of quotations,
* Undertake to treat the details of this Request for Quotation, our response and any subsequent agreements as private and confidential,
* Agree that you are not bound to accept the most economically advantageous or any quotation you may receive,
* Fully understand the Contracting Authority’s requirements and have availed of all offers for additional information or have otherwise satisfied myself/ourselves as to conditions that may in any manner affect the performance of the services required under the contract,
* Fully understand the Contracting Authority’s Purchase Order – Standard Terms and Conditions,
* Will not, if awarded a contract employ labour in a manner that is discriminatory in relation to gender, race, religious beliefs, age etc.,

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | | |  |
| **Name (in Capital Letters):** | | |  |
| **On behalf of:** | | |  |
| **Address:** | |  | |
| **Telephone:** |  | | |
| **Email:** |  | | |
| **Date:** |  | | |

**Further Instructions to Bidders Quoting**

### Closing Date

The closing date for receipt of quotations is as detailed on Page 1 of this RFQ.

Quotations that are received late will not be considered in this competition.

### Submission of Quotations

Quotations should be submitted as detailed on Page 1 of this RFQ.

### Queries

All queries regarding this quotation should be submitted as detailed on Page 1 of this RFQ.

Queries should be raised as soon as possible and in any case at **least 1 day** before the closing date.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

### Validity Period

Bidders must confirm that all prices quoted in their Quotation Form Submission will remain valid for 12 months commencing from the Quotation Deadline.

## **Specification of Requirements**

*Refer to Appendix 1 attached to this Quotation Submission Form*

## **Delivery Locations**

*Refer to Appendix 1 attached to this Quotation Submission Form*

## **Pricing**

* All prices quoted must be all-inclusive (i.e. including but not being limited to all costs/expenses (incl travel and material) /indexation etc), be expressed in Euro only and exclusive of VAT. The VAT rate(s) where applicable should be indicated separately.
* Any currency variations occurring over the term of the Services Contract shall be borne by the Tenderer.
* The currency and invoices in which all prices and rates shall be quoted, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be exclusive of VAT.
* Payments for the supply of Goods and/or Works and/or Services provided pursuant to this RFQ shall be subject to and be made in accordance with the Councils Purchase Order.

### Confidentiality

The distribution of the quotation documents is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Firms are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

### Conflict of Interest

Any conflict of interest involving a firm (or firms in the event of a consortium bid) must be fully disclosed to The Contracting Authority.

### Freedom of Information Acts

All responses to this invitation to quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the firm except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Firms are asked to consider if any of the information supplied by them in response to this request for quotation should not be disclosed because of its sensitivity. If this is the case, firms should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

### Data Protection

Firms are required to comply fully with the Data Protection Acts, 1988 and 2003 and the requirements of the General Data Protection Regulation (GDPR).

### Copyright

The Contracting Authority will have copyright ownership of any material developed for use by The Contracting Authority under the terms of this quotation. The service provider may have a non-exclusive licence to use such material but only for its own purposes (to be agreed with the successful firm).

### Insurance and Indemnity

The successful Bidder shall (unless otherwise agreed) be required to hold for the term of the Services Contract the following insurances and shall at all times have sufficient insurances in place and provide written evidence to the Council upon request;

|  |  |
| --- | --- |
| **Type of Insurance** | **Indemnity Limit** |
| **Employers Liability** | €6.m |
| **Public Liability** | €2.5m |

The successful Bidder shall (unless otherwise agreed) provide and indemnity to principal

### Health and Safety

The successful Bidder shall (unless otherwise agreed) submit a copy of their Health & Safety Statement and any other relevant documentation as required to demonstrate compliance with Health and Safety requirements to the satisfaction of the Council.

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### Child Protection

Prior to appointment of contract the successful Bidder shall confirm, in writing, that Garda Vetting Clearance has been obtained for the person / persons undertaking the project, in accordance with S.I. Number 47 National Vetting Bureau (Children and. Vulnerable Persons) Act 2012 to 2016. The Contracting Authorities Child Protection Policy must be read and adhered to by the successful bidder.

### Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the Successful Bidder/firm(s) comply with all EU and national tax laws. Firms are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident firms should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: [nonrestaxclearance@revenue.ie](mailto:nonrestaxclearance@revenue.ie).

### Withholding Tax

Relevant payments shall be subject to Irish ‘Professional Services Withholding Tax’ at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

### Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

### Award to Runner-up

If for any reason, it is not possible to award the contract to the designated successful party emerging from this competitive process, or if having awarded the contract, The Contracting Authority considers that the successful party has not met its obligations, The Contracting Authority reserves the right during the quotation validity period to award the contract to the next highest scoring party on the basis of the terms advertised without re-opening the competition. This shall be without prejudice to the right of The Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

**Appendix 1 Specification**

Cavan County Council Arts office are seeking an **Arts Consultant/CPD Facilitator**

Background information

**About**

Cavan County Council Arts office have initiated a network of key stakeholders following a well-established commitment to arts and health and young people over a number of years.

The arts office has been awarded network support funding by the Department of Children and Youth Affairs to improve outcomes for children a Quality and Capacity Building Initiative (QCBI), supported through Dormant Accounts Funding.

**Purpose**

The aim of the project is to strengthen and grow existing network of key stakeholders: CYPSC, Cavan Monaghan Mental Health Services, social workers, teachers, leaders and facilitators equipping them through learning, action/research and networking to identify needs, gather data, communicate outcomes and influence strategic policy to ensure that young people are supported through arts interventions to build resilience.

This approach will provide evidence of best practice arts-based approaches for early prevention and intervention for children and families. The project will hold the “Better Outcomes Brighter Futures” national policy framework in mind.

**Project Goals**

* **Action research through targeted arts workshops.**
* **Continuing Professional Development for the Network.**
* **Engage services of skilled arts-practitioners.**
* Engage evaluator to observe, analyse, write and recommend.
* **Design infographics for learning outcomes/recommendations.**
* Disseminate learning
* **Consultants will deliver CPD to the network stakeholders and facilitators to equip them to identify needs, gather data and design services that build the resilience of young people.**

**Other relevant information**

**Action research will take place through specific targeted workshops for after schools and young people at risk.**

**Two skilled practitioners will each deliver 20 hours youth arts workshops to two groups. Young people will develop and direct showcase element of this work.**

**A designer**

**will be engaged to communicate the learning through info graphics. These graphics will be shared through relevant mediums. This will be delivered to illustrate the essential element, the voice of the young person.**

* Action Research: Artist/Facilitator engagement with young people.
* Artist/Facilitator will deliver a minimum of 20 hours with young people.
* Artist/Facilitator will be matched to a specific group.
* Artist/Facilitator will work with the group needs in mind and deliver a programme suitable to their requirements, this may be process driven or outcome oriented.
* Artist/Facilitator will consider the themes resilience and emotional literacy and will choose from one or both of these themes when working with the young people.
* Artist/Facilitator will agree a timetable/schedule of work with group and Cavan County Council arts office.

**Tasks and deliverables**

It is expected that **Arts Consultant/CPD facilitator will**

* deliver workshop day/afternoon/session to the network of stakeholders which will include statutory agencies, arts facilitators, community and voluntary leaders.
* will consider the needs of the stakeholders especially those working with children/vulnerable adults, for example artist/facilitators, youth workers, social workers and the network.
* will provide/deliver relevant training material to the stakeholders This may take the form of worksheets, do’s and don’ts, video clips, online links, powerpoint any relevant material. This **may also be delivered in a creative way** once the learning outcomes are clearly illustrated and can be evaluated.
* will be mindful of best practice for artist/facilitators/youth workers/members of the network and aspire to delivering CPD that supports best practice.

Consultants may respond to **one theme only** or **a combination of the themes**.

Arts and Inspiration

Boundaries

Arts and the Law

**However** the consultant who responds to **arts and the law** will pay particular attention to:

* Legislation relevant to the network, participants and artists who deliver workshops/programmes.
* Highlight awareness of child protection practices and legislation relevant to working with this cohort.

Timeframe all work must be complete by end of November 2019

**Budget**

The overall budget for all three themes will not exceed €3,000. The overall budget for one theme must not exceed €1000.

**Timeframe:** To be delivered between June and November 2019.

**Programme of Works:** Bidders must also submit a Proposed Programme of Works. Any award of Contract under this RFQ will be subject to the successful Bidder and Cavan County Council agreeing a final Programme of Works.