

**LAOIS COUNTY COUNCIL
INVITATION TO TENDER TO FACILITATE LAOIS COMHAIRLE NA NÓG**

1. **INTRODUCTION**Laois County Council is inviting tenders from suitably qualified locally based individuals/organizations to support the development of Laois Comhairle na nÓg as a strong inclusive structure for the participation of young people in local decision making and informing policy, for two years, 2019 and 2020, subject to funding.
2. **BACKGROUND**Comhairle na nÓg are youth councils operating in the 31 Local Authority areas of the country. The purpose of Comhairle is to give young people the opportunity to have a voice and be involved in the development of local services and policies.

Comhairle na nÓg is led at national level by the Department of Children and Youth Affairs under the National Policy Framework for Children and Young People, with the funding being administered through POBAL. At local level, responsibility rests with each Local Authority.

Laois Comhairle na nÓg is a local ‘Youth Council’ of young people, aged between 12 and 18 years, elected from the three municipal district areas in Laois.

It is important for the tenderer to know that a group of young people is in place, which the successful tenderer can begin to work with immediately. This group of young people have a mandate from the delegates who attended the Laois Comhairle AGM in October 2017, to work on the issues raised and discussed by them at the AGM.

1. **AIMS & OBJECTIVES**

The primary aim of this project is to continue to develop Laois Comhairle na nÓg into a strong inclusive, collective voice for young people across Laois by:

* + Supporting the implementation of the Laois Comhairle na nÓg Annual Work Plan, which is a plan developed from issues and topics as identified by the young people themselves.
	+ Continuing to build on Laois Comhairle na nÓg as a consultative forum and facilitating the interaction of Comhairle na nÓg with policy makers and service developers locally and nationally to ensure that the views of young people are included in shaping policies and services.
1. **REQUIREMENTS**Each tenderer is advised to treat Sections A and B separately.

**(A) The project is divided into five work areas as follows:**

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| --- | --- | --- |
| 1.  | Development and support of Comhairle na nÓg | €3,000 |
| 2. | Consolidating and influencing the status of Comhairle na nÓg in local strategies, structures and organisations | €300 |
| 3. | The Annual General Meeting | €2,200 |
| 4. | Addressing the key topic(s) identified by young people | €3,500 |
| 5. | Raising awareness and promotion of Comhairle na nÓg | €1,000 |
| 6. | Total staffing costs for all outputs | €9,500 |

The tenderer is required to provide an outline of the methodology and approach that s/he will use to deliver the programme under each of the headings 1-5 above. In doing so, they must demonstrate a clear understanding of the Comhairle na nÓg structures. *(Above expenditure allocations are indicative and are subject to alteration by the Department of Children & Youth Affairs).*

Tenders must cost each element of the work outlined in their proposal. The sum should include all costs / overheads associated with the delivery of Comhairle na nÓg. VAT where applicable, does not need to be shown separately, but should be accounted for in the overall costs shown.

Please note that while there are no indications provided as to staffing sub-totals for the various work areas, the allocation of staffing costs across these work areas is at the discretion of the successful tenderer but cannot exceed €9,500 as set out in point 6 about.

Proposals in response to this brief should include the name, role description, skills and experience of each team member who will be undertaking the project and the specific areas for which they will be responsible.

The successful proposal will be expected to demonstrate the ability to:

* + Plan, prepare, deliver and evaluate the annual work plan for Laois Comhairle na nÓg, in line with national guidelines and based on topics selected at the Comhairle AGM. (These topics will be worked on to achieve change/outcomes that will benefit young people in the Local Authority area and also increase youth participation.)
	+ Delivery of programme within time frame, within budget and in an effective way.
	+ Support the Comhairle to be youth led through participation in leading events / activities of the Comhairle and following through on issues arising from their discussion and debate.
	+ Increase the participation of ‘seldom heard’ young people in Laois Comhairle na nÓg.
	+ Work with the local authority in ensuring that membership of Laois Comhairle is representative by age, gender and geographical area and ensures that membership includes those young people ‘seldom heard’ in the community.
	+ Organise and support the youth led election of officers to the Laois Comhairle management committee, i.e., Chairperson, Secretary, Public Relations Officer, Asst. PRO.
	+ Organise, support and evaluate the Laois Comhairle na nÓg AGM.
	+ Increase the profile of Laois Comhairle na nÓg.
	+ Organise and prepare delegates for attendance at Dáil na nÓg and National Comhairle Showcase events.
	+ Support election of a candidate to represent Laois on the National Comhairle Executive, support their membership of same and their attendance at meetings at national level.
	+ Attend meetings and take guidance from the Laois Comhairle na nÓg Advisory Steering Group, co-ordinator in Laois County Council and the DCYA Participation Officer, and write and present reports to them when requested.

**(B) SKILLS & EXPERTISE**

The tenderer is required to demonstrate:

* an in-depth knowledge and record of working with young people
* experience of working with young people on participation projects – indicating a minimum of two years experience
* experience of partnership working
* experience of managing budgets
* knowledge and experience of IT and social media (Facebook, Twitter, etc)
* familiarity with legislation, policies, theories and practices relating to youth work and keeping up to date with same
* capacity to communicate social change and engage in group work
* capacity to deliver projects on time and to budget in such a manner as to ensure sustainability into the years ahead.
1. **PROJECT MANAGEMENT**

Laois County Council manages the delivery of the full project by way of financial control, ensuring that payments are subject to the achievement of specific outcomes and objectives set out in the annual work plan.

Laois Comhairle Steering Group oversees the work of the Comhairle with the role of advising and assisting the Comhairle throughout the year.

1. **PAYMENT**Progress reports will be submitted quarterly along with invoice for payment for work completed in the relevant period. The reports will set out which targets have been achieved and consequently which outputs are due for payment. Laois County Council reserves the right to validate any of the claims made in relation to targets.

Payment will be made by way of electronic transfer.

Should the successful tenderer fail to competently complete the required work to schedule, as per the work plan, the Council (as Contractor) reserves the right to refuse or withhold part or all payment.

1. **GENERAL ISSUES**If the tenderer is successful, then prior to appointment of contract, the following will be required:

**Legal Status**Details of the legal entity of the tenderer.

**Tax**A valid Tax Clearance Certificate for the duration of the contract. In the case of a non-resident tenderer, a statement shall be provided by the Irish Revenue Commissioners that they are satisfied as to the suitability of the tenderer.

**Insurance**Evidence of insurances in the form of a current Employer’s Liability insurance certificate, Public Liability (not less than €6.5m) or a letter from the insurer.

**Health & Safety**All health and safety aspects of the project must be addressed as per Section 20 of the Safety, Health & Welfare at Work Act 2005. The successful tenderer will be required to submit a valid Safety Statement at award stage.

**Child Protection**1. A copy of a Garda Vetting Clearance for the person / persons undertaking the project will be required, in accordance with S.I. Number 47 of 2012 National Vetting Bureau under the Children and Vulnerable Persons Act 2012.
2. A copy of the Laois County Council Child Protection Policy must be read and signed by the successful tenderer and returned to the contact person listed in Section 11 below (copies available via the contact person listed). All aspects of this policy must be adhered to for the duration of the contract.

**Freedom of Information**Laois County Council operates under the Freedom of Information Acts 1997-2003 and all information held by them may be subject to requests under this Act.

All responses to this invitation to tender will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer 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). Tenderers are asked to consider if any of the information supplied by them in response to this request for tender should not be disclosed because of its sensitivity. If this is the case, tenderers 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 with all directions of the Contracting Authority with regard to: the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to: Data Protection Acts, 1988 and 2003 and All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

**Copyright**All plans, reports, photographs and documents prepared by the successful tenderer on foot of this appointment will be considered the property of Laois County Council and may be used by them at any time, including for other projects, without the prior approval of the tenderer.

**Confidentiality**

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

1. **BUDGET**The maximum budget available is €19,500 (inclusive of VAT). This figure is broken down under headings listed above in Section 4.
2. **CONTRACT AWARD**Only tenders which contain all of the information specified in Section 4 will be considered.

Laois County Council does not bind itself to accept the tender with the lowest stated price or any tender. Each complete tender will be scored on the basis of the information supplied in accordance with the following criteria and scoring:

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| --- | --- |
| **Criteria** | **Scoring** |
| Methodology and approach | 25 |
| Ability / Capacity to complete the project | 25 |
| Understanding of the Comhairle na nÓg concept and process | 20 |
| Value for money | 15 |
| Overall suitability | 15 |
| **TOTAL** | **100** |

*Note: 60 is the qualifying mark*Clarification can be sought on any submissions made prior to short listing.

**Notification of Evaluations**

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications.

**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 tendering 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.

1. **APPOINTMENT, EXTENT AND TERMINATION**

The successful tenderer will be expected to take up this project with effect from 1st January 2019 (or another earlier date as agreed with the local authority). Plans are prepared annually with the first plan being drawn up by January 2019, required to be delivered by 31st December 2019. This project will include evening and weekend work when required.

Where a tenderer submits a proposal, a lead must be nominated who shall be fully responsible for providing the services required as outlined in the brief.

A Service Level Agreement will be issued and shall constitute a binding contract between the Contracting Authority and the successful tenderer.

The appointment shall be for the services described in this brief only. The Contracting Authority reserves the right to engage with other service providers for additional services in connection with the project and shall be under no obligation to extend the contract.

1. **DEADLINES AND SHORTLISTING**

Closing date for receipt of proposals is **Tuesday 30th October, 2018**. Tenders received after this time will not be accepted.

All of the necessary documents required for the complete tender must be returned, **in duplicate and hard copy,** in a sealed envelope marked ***“Tender for the delivery of Laois Comhairle na nÓg 2019 & 2020”***.

Proposals should be submitted to:

Ms. Pamela Tynan,
Community Development Section
Laois County Council
Áras an Chontae,
Portlaoise,
Co. Laois.

Phone (057) 8664060/8664206
email: dce@laoiscoco.ie

Please note that emailed or faxed proposals will NOT be accepted.

Laois County Council will acknowledge receipt of all applications and inform applicants of the decision in relation to the appointments made.

**Short listing** may occur following the submission of tenders and those shortlisted may be called for interview and / or presentations to outline their proposal in greater detail.