

LAOIS COUNTY COUNCIL

INVITATION TO TENDER TO FACILITATE LAOIS YOUTH THEATRE

INTRODUCTION

Laois County Council is inviting tenders from suitably qualified individuals/organizations to support the development of Laois Youth Theatre, for the participation of young people in youth drama for one year, 2018/19, subject to funding. Tenderers must have a proven track record, be passionate about youth drama as well as having the attributes to balance artistic vision, group work skills and an ability to connect and work with young people. A requirement would be to develop and plan an annual programme, to include weekly workshops, an end of year performance as well as introducing new ideas and projects.

BACKGROUND

County Laois Youth Theatre was established by Laois County Council Arts Service in 1993. The Youth Theatre is currently made up of 2 very strong groups who meet in Portlaoise on Friday evenings on a school term basis for ages 12-15 and for ages 15-18. Youth Theatre groups ran successfully in Rathdowney, Mountmellick and Stradbally previously. Youth Theatre in Mountrath is currently operated by a voluntary community group with some assistance from Laois Arts Office. As a participative socially inclusive practice, Youth Theatre connects widely with local communities while supporting artist development, art form development and audience development. Youth Theatre strives for artistic excellence that is very much process led and prides itself on quality engagement that responds directly to the needs of the young people involved. Current Youth Theatre groups are well established and include experienced members who are extremely committed and enthusiastic. Opportunities exist to facilitate workshops outside of the two core established groups such as existing outreach programmes, artists in schools residencies and summer arts projects. Laois Youth Theatre is affiliated to Youth Theatre Ireland and avails of opportunities and events that result from this partnership approach.

AIMS & OBJECTIVES

- The primary aim is to continue to develop Laois Youth Theatre.
- To extend and deepen the range of opportunities for participation in Youth Theatre through accessible high quality programme provision as a means of empowering young people to express themselves creatively, improve their quality of life and bring about positive changes in their physical, mental and social wellbeing.
- To establish a new Youth Theatre group in the county in 2019.

1. REQUIREMENTS

Each tenderer is advised to treat Sections A and B separately.

(A) The project is divided into the following areas as follows:

1.	Facilitator costs – tutor and assistant	€8,000
2.	Admin costs- ie; Collection of fees, Research, Record Keeping, Writing Reports, PR, YT Ireland subscription, etc	€1,000
3.	End of Year Performance, participation in St Patrick’s Day Parade, rental, costumes etc	€1,150
4.	Visits to other Youth Theatre Performances and exchanges, professional development.	€900

5.	Transport costs- i.e., Bus hire, etc	€400
6.	Total costs for all outputs	€11,450

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 Youth Theatre structures.

Tenders must cost each element of the work outlined in their proposal. The sum should include all costs / overheads associated with the delivery of Laois Youth Theatre. 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 facilitation (workshop) costs across these work areas is at the discretion of the successful tenderer but **cannot exceed €8,000** as set out in point 1.

Proposals in response to this brief should include the name, role description, skills and experience of the individual/organization 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 with at least two examples the ability to:

- Plan, prepare, deliver and evaluate an annual work plan for Laois Youth Theatre.
- To facilitate a programme of drama/theatre workshops for young people aged 12-18 to run for 30 weeks on a school term basis. (Oct-May)
- To establish a new Youth Theatre group in another town in the county in 2019.
- To manage/administer the programme to include keeping a roll book, and to assist with the collection of fees and enrolment forms for the Arts Office.
- To Increase and develop the profile of Laois Youth Theatre locally and nationally.
- To avail of opportunities resulting from membership of Youth Theatre Ireland.
- To actively identify additional potential funding opportunities to progress and benefit Laois Youth Theatre.
- To manage and produce at least one Youth Theatre Drama production per annum.
- To co-ordinate visits to see professional theatre shows and access drama developmental projects for the benefit of Youth Theatre members and facilitators.
- To work with the Local Authority to ensure that Youth Theatre remains and continues to be an inclusive, welcoming and safe programme for young people.
- To be open to the opportunity to work with other groups outside of the Laois Youth Theatre Programme where possible, as a means to introduce young people to youth drama and increase membership. For example; outreach, summer arts, artists in schools (separately funded)
- To be open to opportunities to be involved in community led events such as St Patrick's Day Parade, Culture Night, Cruinniú na nÓg, at the request of the Arts Section, separately funded through the Arts Department.

(B) Skills & Experience

The tenderer is required to demonstrate:

- A passion for and commitment to theatre/youth theatre and the ability to share this with others.
- A proven track record, experience, ability and an enthusiasm of being able to work and connect with young people in a theatre/drama setting
- Experience of leading drama workshops on a long-term continuing basis, with emphasis on artistic innovation, core skills training; fun and forward development.
- A minimum of two years work experience in theatre/drama or a related field.
- Knowledge of and literacy in theatre and drama and ongoing developments in contemporary Irish and International theatre practice.
- Ability to work with day-to-day practicalities, showing flexibility and positive attitude in your work ethic. There will be a need to work outside of normal working hours i.e. evening and weekends, especially before performance times.
- Have undertaken training and have a thorough proven track record and knowledge of codes of best practice in relation to child protection.
- Adhere to all required Health and Safety Requirements associated with holding workshops.
- Be the holder of a full Drivers License
- Experience of managing budgets and ability to deliver projects on time and to budget to ensure sustainability.
- Knowledge and experience of IT and social media (Facebook, Twitter, etc)

2. 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.

3. PAYMENT

Progress reports will be submitted in 3 equal installments Oct –Dec, Jan –March, April-May along with invoice for payment for work completed in the relevant period. The reports will set out which targets have been achieved. 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.

4. GENERAL ISSUES

If the tenderer is successful, then prior to appointment of contract, the following will be required:

Legal Status

Details of the legal status 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.

Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful tenderer comply with all EU and national tax laws. Tenderers are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident tenderers 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: nonrestaxdearance@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).

Insurance

Evidence of insurances in the form of both Employers Liability (€13m Limit of Indemnity) and €Public Liability cover (€6.5m Limit of Indemnity) or a letter from the insurer. The successful tenderer will also be required to indemnify Laois County Council.

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.

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.

5. BUDGET

The maximum budget available is € 11,450. This figure is broken down under headings listed above in Section 4.

6. CONTRACT AWARD

Only tenders which contain all of the information specified in Section 4 will be considered. Each complete tender will be scored on the basis of the information supplied in accordance with the following criteria and scoring:

Criteria	Scoring
Experience/Proven Track Record	25
Ability / Capacity to deliver the project	25
Knowledge and Literacy of theatre /drama	20
Understanding of Laois Youth Theatre	15
Overall suitability	15
TOTAL	100

Note: 60 is the qualifying mark

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.

7. APPOINTMENT, EXTENT AND TERMINATION

The successful tenderer will be expected to take up this project with effect from **Friday 5th October 2018** or another earlier date as agreed with the local authority. A provisional date for Interviews has been set for **Tuesday 18th September**. This project will include evening and weekend work when required.

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.

8. DEADLINES AND SHORTLISTING

Closing date for receipt of proposals is **Thursday 6th September 2018** before **4.30pm**. 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 Youth Theatre 2018/2019 Programme***". Proposals should be submitted to:

Muireann Ni Chonaill, **Arts Officer**
Laois County Council
Áras an Chontae,
Portlaoise,
Co. Laois.
Phone (057) 8664109 email: artsoff@laoiscoco.ie

Shortlisting 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.

Those tendering are advised to request a receipt for any hand delivered tenders confirming date and time of delivery. 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.