Comhairle Chontae Uíbh Fhailí
Offaly County Council

Request for Quotations – Consultant/Facilitator- Arts Strategy Development 2023-2028

The closing date for receipt of submissions is **4pm Thursday 20th April 2023**

Introduction

Offaly County Council seeks quotations for the services of a consultant/facilitator to support the development of a new Arts Strategy for County Offaly. The successful Contract for Services will be to assist in the planning, consultation, writing and development of a new Arts Strategy for County Offaly.

This strategy will build on County Offaly Arts Strategy: Inspire |Imagine | Involve 2018-2022, which was Offaly's second published art strategy. The first published strategy was Offaly County Council's Arts Plan 2012-2016 (see https://www.offaly.ie/eng/Services/Arts-and-Culture/Arts-Reports-Publications/)

Requirements

1. The core work of the consultant/facilitator will involve working with the Arts Officer, but also others in the Community and Culture Section of the county council. The work will require a plan of the consultation approach and to facilitate consultation meetings (please see schedule for draft planned timeframe included on page 5). The consultant/facilitator will write the strategy in close consultation with the Arts Officer and will advise on and input into the development of the structure and content of each draft and the final version of the strategy. The consultant/facilitator will research the context of the strategy in relation to national and (in consultation with the Arts Officer) local policy and strategy which may be relevant to the Arts Strategy.

The Contract

The consultant/facilitator will work closely with the Arts Officer in developing a new arts strategy for Offaly and will be involved in the process from consultation to completion. The successful consultant/facilitator will have excellent knowledge and experience of local authority arts, strategic planning, national arts policy and strategy in addition to expertise across a range of contemporary arts practice (cross artform) in professional, community and voluntary arts practice

Factors to be consider

- Building upon / taking the learning from the earlier Arts Strategy 2018-2022 and 2012-2016
- The changing Arts and Cultural Environment and new opportunities
- The publication of the Offaly Arts Infrastructure Strategy and a focus on its delivery
- Alignment with local and national policies
- Community consultation and the management of expectation
    - *There is a need to outline that the Arts Office do not have the resources to fulfil all expectations so the consultation will focus on the gaps in arts provision in Offaly and how best to address this through maximizing potentials, availing of all opportunities, collaborative and partnership approaches to delivery.*

Budget

Submitted budgets **should not exceed 12,000 euro**, **excluding** VAT. Quotation should include travel and per diem. Please supply a budget as outlined below in Appendix 1.

Award Criteria

The contract will be awarded on the basis of the most economically advantageous quotation. The Arts Office will apply the following award criteria:

	Award Criteria	Max Marks Available
AC 1	**Proposed methodology:** Demonstrated understanding and proposed methodology to deliver the services required as outlined – to include confirmation of availability for delivery within the proposed timeframe	500
AC 2	**Previous Experience:** Demonstrated previous experience of providing services of a similar size and nature. Two examples of relevant work-specific examples that demonstrate a clear understanding of the brief and required inputs.	800
AC 3	**Proposed Costs**	600
Ac 4	Any proposed additional services/ benefits	100
	TOTAL	2000

Contract Requirements:

- The consultant/facilitator will report to the Arts Officer.
- As this is a contract for services, payment will be by means of invoice addressed to Offaly County Council - Arts Office and may be subject to Withholding Tax.
- A Payment Schedule will be agreed with the successful consultant/facilitator.
- Confirmation of Tax Clearance will be required.
- The consultant/facilitator will be required to hold for the term of the services contract the following insurances: Employers Liability €13,000,000 If applicable Public Liability € 6,500,000 Indemnity to Offaly County Council

FORM OF SUBMISSION

Pricing Submission must be completed in accordance with Appendix 1 **Pricing Schedule.**

Submissions must be completed and submitted in accordance with the instructions below in addition to the Pricing Schedule.

Form of Submission

a) General information:
   • State names, titles and contact details of the principal contact with regard to this quotation.
   • Provide quoting company/organisation details (if applicable).

Award Criteria:

AC1 Proposed methodology:

Outline proposed methodology for providing and delivering the services required as outlined to include confirmation of ability to commence contract per timeframe attached. Methodology should include a proposed number of days required to deliver the service.

AC2 Previous Experience:

Demonstrate how you believe that the expertise available to you differentiates you in advising on and facilitating the development of arts strategies/development plans of a similar size and nature.

Submissions must include two examples of written work: Detail and supply copies of written work undertaken recently in the arts, such as project plans, scoping documents, policy documents or comparable work.

Contact details of Two Client references:
• Company/Organisation
• Address
• Brief outline of contract/role
• Contact name
• Telephone number
• E mail address

AC3 Proposed Costs:

Please complete the pricing document at Appendix 1

AC4 Any proposed additional services/ benefits:

Please outline any proposed additional services or benefits.

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Conditions of Participation

The following points are made for the consideration of individuals interested in preparing a response in respect of this Request for Quotations.

2.1 Offaly County Council does not bind itself to accept the lowest or any quote. It reserves the right to reject in whole or in part any or all quotations received, and to source the requirement from more than one supplier or contractor.

2.2 Offaly County Council will not be liable in respect of any costs incurred by individuals/companies in the preparation of a response to the Request for Quotations, nor for costs incurred in preparing subsequent presentations or for attendance at same, nor for costs incurred in supplying information for evaluation.

2.3 The successful quoting individual shall be responsible for the delivery of all requirements provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the response cannot be increased during the currency of the competition. Similarly, terms and conditions cannot be altered.

2.4 All information provided by respondents will be treated in strict confidence. Similarly, Offaly County Council requires that all information provided pursuant to this Request for Quotations will be treated in strict confidence by the quoting companies/individuals.

2.5 Information supplied by quoting companies/individuals will be treated as contractually binding. However, Offaly County Council reserves the right to seek clarification or verification of any such information.

2.6 Offaly County Council reserves the right to withhold payment where a contracting company/individual has failed to meet its contractual obligations in relation to the delivery of services to an acceptable level of quality.

2.7 Offaly County Council reserves the right to go to procurement competition again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.

2.8 Quotations that are received late will not be considered.

2.9 The work of the contractors shall be deemed to be carried out in Ireland and shall be governed by the Laws of Ireland.

2.10 Before a contract is awarded, and where required the successful contractor (and agent where appropriate) will be required to promptly produce information to enable e-Tax Clearance confirmation.

2.11 All payments under the contract will be conditional on the contractor(s) being in possession of valid Tax Clearance at all times.

2.12 Quotations should be e-mailed to the specified e-mail address below on or before the closing date and time as specified elsewhere in this document. The onus is on the quoting company to ensure delivery by the specified time.

2.13 Clarification meetings may be held if deemed necessary by The Arts Office.

2.14 Quotation should be e-mailed to arts@offalycoco.ie marked: " RFQ Arts Strategy Consultant/Facilitator 2023" in the subject line. Offaly County Council requires that suppliers will treat all information provided pursuant to this R.F.Q. in strict confidence. Offaly County Council undertakes to use its best endeavours to hold confidential any information provided in proposals submitted subject to the Council's obligations under law. This includes the Freedom of Information Act that places obligations on the Council to disclose information in response to queries from the public. If suppliers wish that any of the information supplied in the proposal should not be disclosed because of its sensitivity, then this should be clearly stated and the specific sensitive information explicitly identified, with the reasons for its sensitivity. The Council will then consult with quoting companies about sensitive information before making a decision on any Freedom of Information request received.

The closing date for receipt of submissions is **4pm Thursday 20th April** Quotation should be e-mailed to: arts@offalycoco.ie marked - " RFQ Arts Strategy Consultant/Facilitator 2023" in the subject line

Draft Timeframe for development

March-April	Seek quotations for a consultant/facilitator on the development of the plan. Consultant/facilitator engaged
May-June	Meet consultant/facilitator develop schedule and process consider at potential structure of plan and demographic and contextual elements/research required. Develop consultation plan – Present process to SPC
July-Sept	Consultation Process- online/series of in person meetings external/series of internal meetings/ consultation with partners etc. Draft of plan ongoing
Sept-Oct	Draft Plan Completed Process of presentation, discussion and adoption by year end (Management /SPC)
November	Process of presentation, discussion and adoption by year end (Presentation to Council to adopt)

Appendix 1 – PRICING SCHEDULE

Pricing Submissions must be completed and submitted in accordance with the instructions set out in this Part.

- *Please submit a fixed price proposal (**exclusive** of VAT - show VAT separately) for the requirements specified.*
- *Please confirm that all proposals include the full cost of service delivery (including any costs for sub-contracting of services if this is applicable), service delivery and all other relevant costs.*
- *Cost per day –please indicate proposed number of days to meet the requirements as outlined.*
- *Please quote any travel and other expenses separately and indicate if (i) per day or (ii) per journey (if proposal includes spending consecutive days in Offaly)*
- *All pricing must be quoted in Euro €.*

	EURO	Comment (if applicable)
Fee Proposal – Per Day	€	
Proposed number of contact days to complete Strategy		
Travel and other expenses – (please indicate if (i) per day or (ii)per journey –see above)	€	
Other Costs Per Day (to include accommodation if required)	€	
VAT – please indicate rate		
TOTAL FIXED PRICE FOR PROJECT (EX VAT)	**€**	
TOTAL FIXED PRICE FOR PROJECT (INCLUDING VAT)	**€**	