



Dublin City Council

INVITATION FOR PANEL MEMBERSHIP

Establishment of Panels for the following categories of training and development opportunities	Lot 1	Management and Personal Development Training
	Lot 2	Skills Development
Procedure	Panel under Restricted procedure	
eTenders RFT ID	2990912	
Issue Date	25 th January 2024	
Closing Date for Queries	16 th February 2024	
Contact for Queries	Questions and Answers facility on www.etenders.gov.ie	
Closing Date / Time for receipt of Completed Applications for initial work	26 th February 2024	
Please note that information relating to this Application, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (www.etenders.gov.ie). Registration is free of charge and there is no charge for documents. Please note that the Contracting Authority cannot accept responsibility for information relayed (or not relayed) via third parties.		

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1. Disclaimer

This document issued herewith (“the Document”) is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract.

Applicants are recommended to read the documents thoroughly. While all reasonable steps have been taken to ensure that the information set out in the Document is accurate and up to date, no representation or warranty, express or implied, is or will be made or given in relation to the accuracy or the completeness of any information contained in the Document or otherwise provided by or on behalf of the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority’s officers, employees, agents and professional advisers expressly disclaim any, and all, liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

2. Summary

Contracting Authority	Dublin City Council
Nature of Procurement	Establishment of training provider panels in 2 Lots: Lot 1 Management and Personal Development Training Lot 2 Skills Development and Training
Type	Services – Title III Services
Procedure	Panel under Restricted Procedure Tenderers should note that this Competition is being run under Regulation 74 of the European Union (Award of Public Authority Contracts) Regulations 2016 (the “Regulations”), and accordingly is subject only to limited aspects of the Regulations.
Stage in Procedure	This is the first stage of the procedure whereby all interested parties may submit a response, but only those meeting the selection criteria (qualification and experience) will be deemed eligible for inclusion on the panel.

3. About the Contracting Authority

Dublin City Council is the democratically elected body governing Dublin City, and is responsible for the social, economic, infrastructural and cultural development of the city.

The Council provides a wide and diverse range of services to the citizens of Dublin City (population in excess of 500,000), to businesses and to visitors to the city. Activities are carried out in both the physical works area (e.g. provision and maintenance of housing, roads) and in the areas of arts, sports, recreation and social services (e.g. libraries, sports facilities parks, community development and housing welfare services). The City Council also provides emergency services through Dublin Fire Brigade.

Employing over 5,900 staff, the City Council's 2024 Revenue Budget amounts to €1.34 billion, while the three-year Capital Programme 2024 to 2026 amounts to €4.245 billion.

Council facilities are spread geographically throughout the city and are also located outside the Dublin City Council area. The Council headquarters are located at Wood Quay, Dublin 8.

Further information on Dublin City Council is available at our corporate website: <http://www.dublincity.ie/>

4. Scope of Requirements

Dublin City Council has diverse learning, training and development needs that are required to be provided to individual employees and groups of employees across a wide variety of disciplines, work locations and areas of operation. The Council's Learning and Development Unit is responsible for achieving the objectives of the Dublin City Council Learning and Development Strategy.

The Council has set out that three (3) key areas of provision will form the focus in delivering training and development opportunities to its employees. These are Blended Learning, maximising the use of The Learning Management System (LMS) and addressing training and skills development needs identified through improved use of performance management and development systems (PMDS).

The Council expects that a range of different formats of delivery can be utilised to provide learning and development opportunities and is seeking to have access to the widest range of courses/programmes and a variety of delivery options including the bespoke design and delivery of specific learning and development material.

In order to achieve this the Contracting Authority proposes to engage in a competitive process for the establishment of panels for training providers in two (2) Lots as follows:

Lot 1 Management and Personal Development Training (comprising 9 areas)

Lot 2 Skills Development and Training (comprising 20 areas)

Each lot contains a range of different services as outlined below. Please note that in essence each area described will in effect become a sub-lot.

Applicants may make applications in respect of either or both lots.

Typically, courses may be short, medium or long term programmes ranging from ½ day requirements for certain topics, to more formal scheduled programmes of 6 month duration or more.

4.1 Specific requirements for Training Providers

4.1.1 Lot 1: Management and Personal Development Training

Dublin City Council is seeking to identify providers who can deliver a range of courses, programmes and training opportunities that can be provided in a variety of formats in order to provide opportunities to its current and future workforce in relevant skills and areas of personal and professional development to maximise their performance and potential as employees and to assist in ensuring that the city council attracts retains and develops a highly skilled and responsive workforce. Training and developmental areas identified include, but are not limited to, the following areas:

1. Leadership and Strategic Thinking
2. Organisational Development and Transformation
3. Leading Innovation and Change
4. Executive Coaching and Mentoring
5. Management Development Courses (middle and senior management levels)
6. Personal Development Courses (junior management level)
7. Policy Development
8. Interpersonal Understanding and Relationships
9. Communications

Delivery of Training and Development Programmes

Training and Development programmes should be available through a variety of methods including but not limited to:

- Provision of individual and group learning opportunities (whether through open programmes or customised in-house programmes)
- Provision of learning onsite in client facilities (DCC)
- Bespoke training as required by the client
- Provision for Self-learning through online learning - hybrid or self - scheduled
- Provision of training and development content for self-learning through the LMS

Provision of Training Content for Self-Learning

The provision of quality training content is a central component of Dublin City Councils activities. The objective of this training is to provide employees with quality content on a variety of topics which they can access and complete in their own time. These learnings shall be delivered digitally through the LMS, currently Totara.

The training content will not be required to be exclusive to the Dublin City Council unless specified.

Training Provider Panel

This competition offers interested service providers the opportunity to tender for a place on the Dublin City Council panel of training providers for this Lot 1 who can design and deliver Management

and Personal Development training content as described above that will assist Dublin City Council in empowering employees to achieve their maximum potential and achieve the objectives of the Dublin City Council Learning and Development Strategy and People Strategy.

The appointed training providers will be required to take responsibility for the delivery of the training and will make contact with participants prior to programme commencement as required. They will also be responsible for the production of reports at the programme conclusion and will be required to carry out course qualitative and quantitative evaluation, as determined by Dublin City Council, during and after the programme, and to provide Dublin City Council with details of same.

A copy of all course materials and handouts, where provided to participants, shall be shared with Dublin City Council in advance of the programme commencing.

4.1.2 Lot 2: Skills Development

Dublin City Council is seeking to identify providers who can deliver a range of courses, programmes and training opportunities that can be provided in a variety of formats in order to provide opportunities to its current and future workforce in relevant skills and areas of work to maximise their performance and potential as employees and to assist in ensuring that the city council attracts retains and develops a highly skilled and responsive workforce. Training and developmental areas identified include, but are not limited to, the following areas:

1. Digital Transformation
2. Finance for Non Finance Managers
3. Women and Leadership
4. Mentoring and Coaching Skills Development
5. People Management
6. HR Management
7. Project Management - Various
8. Data Analytics
9. Performance Management
10. Wellbeing and Managing Stress
11. Political Skills
12. Facilitation Skills
13. Negotiation Skills
14. Procurement Skills
15. Interview Skills – Interviewer / Interviewee
16. Governance and Compliance
17. Budgeting
18. Media Training
19. Employment Law / HR
20. Contract Law

Delivery of Training and Development Programmes

Training and Development programmes should be available through a variety of methods including but not limited to:

- Provision of individual learning opportunities

- Provision of learning onsite in Client facilities (DCC)
- Bespoke training as required by the client
- Provision for Self learning through online learning - hybrid or self - scheduled
- Provision of training and development content for Self learning through the LMS

Provision of Training Content for Self-Learning

The provision of quality training content is a central component of Dublin City Councils activities. The objective of this training is to provide employees with quality content on a variety of topics which they can access and complete in their own time. These learnings shall be delivered digitally through the LMS, currently Totara.

The training content will not be required to be exclusive to Dublin City Council unless specified.

Training Provider Panel

This competition offers interested service providers the opportunity to tender for a place on the Dublin City Council panel of training providers for this Lot 2 who can design and deliver Skills Development training content as described above that will assist Dublin City Council in empowering employees to achieve their maximum potential and achieve the objectives of the Dublin City Council Learning and Development Strategy and People Strategy.

The appointed training providers will be required to take responsibility for the delivery of the training and will make contact with participants prior to programme commencement as required. They will also be responsible for the production of reports at the programme conclusion and will be required to carry out course qualitative and quantitative evaluation, as determined by Dublin City Council, during and after the programme, and to provide Dublin City Council with details of same.

A copy of all course materials and handouts, where provided to participants, shall be shared with Dublin City Council in advance of the programme commencing.

4.2 Numbers Admitted to the Panel

There is no maximum limit to the numbers of Applicants that can be admitted to the various Panels. The Panel will be advertised annually but organisations/suppliers may apply at any time for inclusion on the panel but should be registered by 26th February 2024 in order to be considered for the first block of contracts.

It is anticipated that the panel will be updated on a quarterly basis in order to include new entrants.

4.3 Duration of the Panel

The panel will be established for four (4) years.

4.4 Estimated Value of the Panel

The level of expenditure cannot be guaranteed in any given year. However, the estimated total value of any purchases pursuant to the Panel to be in the range of €1.5m per annum

The estimated level of expenditure per Lot is as follows:

Lot Number	Maximum Estimated Expenditure over the life of the panel
Lot 1 Management and Personal Development Training	€3m
Lot 2 Skills Development and Training	€3m

It is emphasised, however, that this figure is provided strictly for indicative purposes only as there is no guaranteed expenditure under this agreement.

4.5 Admission to the Panel

Admission to the panel will be conditional upon the successful Applicants agreeing to the terms and conditions of the panel, a copy of which will be provided on admission to the panel and which will include requirements for the successful Applicants to provide a current Tax Clearance Certificate and Professional Indemnity Insurance to €1m

Admission to the panel will also be subject to the Applicant passing the Pass / Fail Criteria A1 to A4 and also achieving **the minimum scores** or higher applying to the **Weighted Criteria B1 and B3** as set out in Appendix A. Applicants who meet the minimum qualifying requirements will be placed on the panel.

4.6 Awarding Contracts under the Panel

Qualifying for a panel, does not constitute an award of a contract nor does it indicate that any contract will be awarded. When contracts arise over the duration of the panel they may be awarded by mini-tender whereby the tender list is identified through:

- shortlisting from the panel to identify those panel members most qualified to meet the needs of the employee/employee group;

The number of tenderers to be invited is based on the following value baskets in line with DCC policy under Circular 05/2023.

- | | |
|---|--------------------|
| (a) A single tender selected via direct drawdown | Less than €12,500 |
| (b) 3 tenders invited selected using most qualified firms | €12,501 to €49,999 |
| (c) 5 tenders invited selected using most qualified firms | Greater than €50k |

Dublin City Council reserve the right to award contracts, contract with options, or a single party framework on foot of the panel competition(s).

In the case of mini tenders for (b) and (c) above, three (3) and five (5) panel members respectively shall be invited to tender and they shall be invited to provide further information (such as cost and method statement – method statement means the approach to delivery of these specific training and development programmes and may include information on programme content, proposed duration, assigned tutors and availability to deliver on required dates). A contract for the delivery of these specific training programmes will be awarded to the most competitive/highest scoring proposal of each mini-tender, evaluated using the specific award criteria, which will be made known to those invited to participate in a mini-tender.

5 Instructions to Applicants

a. Queries

An application means the submission by an Applicant of a completed Qualification Questionnaire and associated appendices.

Every effort has been made to ensure that this Document contains all the necessary information for the completion of applications. The Contracting Authority does not warrant or represent that this Document, or any other information given to Applicants, is accurate or complete. No liability is accepted for any error, misstatement or omission (negligent or otherwise) in this Document, or any other information given to Applicants.

Requests for additional information and clarification on any matters must be made by via e-mail to the messaging portal on eTenders on www.etenders.gov.ie. All clarifications/additional information will be issued via the eTenders website (www.etenders.gov.ie) and will be made available to all potential Applicants who have noted their interest on the etenders website.

All queries should be submitted on or before the date on the front cover to enable clarifications to be issued to all interested Applicants prior to the deadline date for the receipt of applications.

b. Completing the Qualification Questionnaire

When completing the Qualification Questionnaire contained in Appendix 1 to this Document, Applicants should note the following conditions:

All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.

All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasized that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to Panel. In order to ensure that entry to the panel is fair and consistent to all Applicants, you are instructed to respond to the technical questions by giving details of your skill and experience, accurately, honestly and succinctly.

Where a 'Rule' is associated with a particular criterion, Applicants must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English or Irish and where copies of original documents are provided in languages other than English or Irish, a complete and accurate English translation should be provided, or the documents will not be considered during the evaluation process.

All financial information should be denominated in Euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail, or to explain adequately any relevant matters, may result in such data or information not being taken into account during the evaluation process.

Applicants for qualification may include individuals, partnerships, limited companies, groupings or any combination of the foregoing with or without legal personality. However, a grouping if successful will be required to establish legal personality in order to enter into the contract.

Applicants are reminded that they may rely on the resources of other entities in order to establish the suitability requirements on condition that they can prove to the satisfaction of The Contracting Authority that they will have these resources at their disposal when necessary.

If the application is from a consortium / joint venture, Applicants must ensure that all the relevant information is provided and where necessary provide the information requested separately for each party. The consortium must appoint a single supplier who will assume overall responsibility for delivery, and who is authorised to sign a contract on behalf of all consortia members. The Contracting Authority will not act as an arbitrator between members of project consortia.

The Contracting Authority reserves the right, subject to procurement regulations and directives, to request clarification of any matter set out in your responses to the Qualification Questionnaire or to request additional information from a Service Provider after the date for submission of completed Qualification Questionnaires has expired.

This document is not a contract, or part of a contract, or an offer to make a contract. The procuring entity has no obligation to enter into a contract with any Applicant.

Applicants are strictly prohibited from discussing any aspect of their application to the Qualification Questionnaire with other Applicants or otherwise exchanging information or colluding in respect of the project. Any Applicant who fails to comply with this requirement may be disqualified.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by an Applicant in the preparation or submission of its Application or otherwise. Further, The Contracting Authority is not responsible for any travel or accommodation costs incurred by the Applicant unless previously agreed in writing by The Contracting Authority. Each Applicant is fully responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

c. Submission of Applications

Applications must be submitted electronically via the eTenders electronic postbox facility on www.etenders.gov.ie only. Only Applications submitted through the electronic facility will be accepted. Applications submitted by any other means (including but not limited to by email, post or hand delivery) will not be accepted.

Please note that as this procurement relates to a Panel, the closing date and time indicated on the front is the date by which initial applications should be received in order for interested parties to be evaluated and qualified for membership of the Panel. Where an Applicant misses the deadline, an

Application can still be submitted at any time during the entire duration of the Panel as indicated at Section 4.3

Applicant must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Applicant should consider the fact that upload speeds vary. In order to submit a response to the electronic tender facility, please note that you must ensure you have submitted the response completely. It is advisable to familiarise yourself with the new eTenders platform prior to the closing date.

The Contracting Authority will not be responsible if an economic operator fails to upload their documentation or if the uploaded file(s) is/are corrupted and cannot be read by Dublin City Council. In order to facilitate assessment, Applicants / Tenderers are kindly requested to submit a single attachment inclusive of the completed questionnaire(s)/ tender(s) and all related appendices. Applications for all lots must be submitted as a single submission which may comprise multiple documents. Responses must be submitted in ZIP format in order to protect the integrity of file names.

Economic Operators should note the following when making their submission:

- There is a maximum upload limit of 200MB per tender submission.

Below we provide an overview of the key steps. Please note that the Contracting Authority take no responsibility for these steps being the totality of the steps required as different processes may require different actions.

Should you experience difficulty when uploading documents or have any queries regarding the tender submission, please contact the eTenders helpdesk directly via phone +353 818001459, Email irish-eproc-helpdesk@eurodyn.com or select 'Contact Us' on the home page.

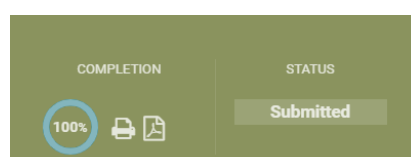
Accessing documents

In order to download all documents associated with a particular Call for Tender, Economic Operators must express an interest in the Call for Tender by associating a user from your organisation with the CfT. It is important to note that you must ensure you ASSOCIATE your company with this tender competition. To do this you must do the following:

- (a) Log-in to the system;
- (b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID
- (c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
- (d) In the Show CfT Menu for the competition click on the "Expression of Interest" in the drop down menu
- (e) Complete the "Association with the CfT" tab.
- (f) This will then provide you with a link to "Tender" under the Show CfT Menu

Submitting your Application

In responding to this competition, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



d. Opening and Evaluation of Applications

Applications will be evaluated in accordance with the selection criteria, minimum rules and weightings specified in the Qualification Questionnaire.

Applications will be opened in a closed meeting after the closing date for receipt of Applications in the presence of such persons as The Contracting Authority, at its absolute discretion, considers appropriate. Applicants will not be present at the opening of applications.

e. Clarification of Applications

While not being obliged to seek clarifications from Applicants, the Contracting Authority reserves the right, at its absolute discretion, to ask Applicants for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is stressed that the Contracting Authority does not seek clarification where any of the pass requirements set out in the Qualification Questionnaire have not been met.

Therefore, Applicants should pay particular attention to ensure that their applications contain all the required information as even small administrative errors (such as failure to sign or date a declaration) will not be clarified by the Contracting Authority where the required information forms part of the pass requirement.

f. Interference

Any effort by the Applicant to unduly influence The Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of Applications and in decisions concerning the award of the contract shall have their Application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved

g. Inducement to Purchase

The Contracting Authority shall be entitled to disqualify an Applicant in one of the following circumstances:

- (a) if the Applicant has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with The Contracting Authority, or
- (b) if like acts have been done by any other person employed by the Applicant or acting on its behalf (whether with or without the knowledge of the Applicant).

h. Currency and Payments

The currency and invoices in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euros (€). All prices and rates quoted should be **exclusive of VAT**.

A schedule of payments will be agreed with the successful panel member. The Contracting Authority operates in accordance with the European Communities (Late Payment in Commercial Transactions) Regulations 2012. The method of payment used by The Contracting Authority is normally Electronic Funds Transfer.

i. Conflict of Interest

Any conflict of interest involving an applicant (or applicants in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the applicant and The Contracting Authority or employees of The Contracting Authority or their relatives must be fully disclosed in the submission or should be communicated to The Contracting Authority immediately upon such information becoming known to the applicant, in the event of this information only coming to their notice after the submission of a bid and prior to admittance to the panel. The terms 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify an applicant or invalidate an award of contract, depending on when the conflict of interest comes to light.

j. Freedom of Information Act

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them during this Competition may be liable to be disclosed. Applicants are asked to consider if any of the information supplied by them in response to this request should not be disclosed because of its sensitivity. If this is the case, applicants should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by applicants, either in response to this request or while any contract awarded as a result thereof, will not be released pursuant to The Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament). 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.

k. Tax Clearance Certificate

It will be a condition of award of contract that the successful panel member shall, for the term of such contract(s), comply with all EU and domestic tax laws. Applicants are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this competition, the successful Applicant shall be required to supply its Tax Clearance Access Number and Tax Reference Number, where relevant, to facilitate online verification of their tax status by The Contracting Authority. By supplying these numbers, the successful Panel member, acknowledges and agrees that The Contracting Authority has the permission of the successful panel member to verify its tax cleared position online. <mailto:nonrestaxclearance@revenue.ie>

l. Withholding Tax

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: 353-1-6733533).

m. Irish Legislation and Law

Applicants should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Applicants must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in delivering contracts awarded to The Contracting Authority.

The contract[s] awarded on foot of this process will be governed by Irish law.

n. Correction of Errors

In general, the following approach will be applied to manifest errors:

- Where there is a discrepancy between the hard copy and the electronic copy of the submission, the hard copy will take precedence.
- Where there is a discrepancy between amounts in figures and words the amount in words shall apply.
- Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will normally govern.

o. Change in the Composition of a Qualification Questionnaire

The Contracting Authority reserves the right, but is not obliged, to disqualify any Applicant that makes any change to its composition after submission of a Qualification Questionnaire.

p. Notification of Evaluations

All Applicants will be informed of the outcome of their proposals following evaluation and any necessary clarifications. Potential outcomes can be:

- a) Letter of Intent of admittance to panel.
- b) Letter of Regret.

In the case of National value contracts, The Contracting Authority will issue a Letter of Regret with the names of the successful entrants to the panel.

A notice will be despatched to www.etenders.gov.ie on a quarterly basis to announce the entrants to the panel.

q. Policy on Personal Debriefings

Based on the provision of the information to unsuccessful applicants as outlined above and due to resourcing constraints, The Contracting Authority will not be offering individual debriefing meetings to unsuccessful applicants.

r. Replacement Personnel

Notification must be sent in writing as soon as possible to The Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of The Contracting

Authority. Replacement personnel must be of equal or better standing than the existing personnel in terms of qualifications and experience.

s. Copyright

The service provider will have copyright of all materials developed for programme delivery, but will provide Dublin City Council with a perpetual licence to use such material but only for its own purposes (to be agreed with the successful panel member). Dublin City Council shall own the copyright in any bespoke material produced for Dublin City Council in the delivery of services. Service providers shall be entitled to provide similar services to other parties

t. Brand Names, etc.

Please note in relation to this document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases, it should be understood that the reference in question is accompanied by the words "or equivalent".

u. European Single Procurement Document

Under the 2014 Directives, suppliers may have compiled an ESPD which will be accepted as evidence of compliance with Section A of the Questionnaire. However, the Contracting Authority requires evidence via completed submission of Section B relating to Technical Capacity. Mere confirmation **will not be** sufficient under these headings.

Progression to tender stage will be conditional upon identified Applicants providing evidence of self-declared information to the Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified will result in the Applicant being deemed inadmissible for the next stage of the competition.

APPENDIX A: APPLICATION

Application Cover – please ensure this page is the cover page of your application.



Dublin City Council

APPLICATION FOR PANEL MEMBERSHIP

Lot being applied for	Lot 1	Management and Personal Development Training	
	Lot 2	Skills Development	
Name of Applicant / Lead			
Email of key contact for application			
Phone for key contact for application			

REF	PASS/FAIL CRITERIA	PASS REQUIREMENT		
A1	Applicant Summary	Applicants must complete this section. If the Applicant is a grouping, then a separate questionnaire must be completed for each group member.		
A2	Tax Compliance	Note: Applicants are required to complete a Self-Declaration Form (A5). Applicants should note that if admitted to the panel, they will be required to provide the evidence self-declared prior to receipt of invitation to tender.		
A3	Financial Standing			
A4	Insurance			
A6	Declaration of Bona Fides	Applicants must complete, sign and date this Declaration. Non-compliant Applicants under any of the headings will be automatically disqualified.		
REF	WEIGHTED CRITERIA	MAX POINTS AVAILABLE	ASSESSMENT	MIN POINTS REQUIRED
B1	Previous Contracts	8,000	Applicants should refer to instances within the last three years which demonstrate that they have successfully delivered services of a comparable nature and scale on two (2) occasions to the subject matter chosen relating to the specific lot. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of the Lot applied for. This criterion will be evaluated on the totality of the response. Please complete B1 as a separate response document for each Lot applied for.	4,000
B2	Personnel and Skills	2,000	Applicants must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.	1,000
TOTAL		10,000	N/A	n/a

NOTE 1: Applicants should note that they must achieve a minimum rating of 50% for the individual qualitative criteria (B1 and B2) above in order to avoid elimination from the competition. Qualitative criteria will be scored using the following baseline scoring system:

Score	Meaning	Interpretation
90 – 100%	Outstanding	An outstanding response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – fully supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – strongly supported.
60 – 69%	Good	A good response demonstrating suitable understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client – satisfactorily supported.
Less than 50%	Unacceptable	A poor response demonstrating limited to no understanding with insufficient or no details and a risk of non-delivery. This is unacceptable, with the Applicant deemed inadmissible. However, as this is a Panel, Applicants may submit a new application addressing the issues raised at any time over the life of the Panel.

It should be clarified, however, that an Applicant may be awarded any score between 0 and 100% under criterion (B1 and B2).

SECTION A - PASS/FAIL CRITERIA

A1. APPLICANT SUMMARY

Weighting: Pass/Fail only

Pass requirement: Applicants must complete this section.

Applicant Company Name:				
Address:				
Eircode/Postcode:				
Contact Person:				
Position:				
Office Telephone:				
Email:				
Website:				
Date of Establishment, if applicable				
VAT Registration No:				
Legal Structure – Company (Ltd), Partnership, Sole Trader, any other				
Overview of Organisation including services, supplies offered, and markets served				
Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC*	Yes		No	
*Definition as per 2003/361/EC The company of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding EUR50million, and/or an annual balance sheet total not exceeding EUR43million.				

Name of other parties forming part of the tender submission:			
Name:	Proposed Role	Confirm if this party are being relied upon for personnel and/or previous experience and/or other qualification criteria.	Confirm they are aware and agreed to be included in your submission

A2 – Tax Compliance

Weighting: Pass/Fail

Pass requirement: Applicants must complete the self-declaration (A5) providing information regarding their tax compliance. Please note rules on tax compliance

A3 – Financial Capacity

Weighting: Pass/Fail

Pass requirement:

Confirmation of financial standing ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

- Evidence of will be required prior to confirmation as a member of the panel.

A4 - Insurance

Weighting: Pass/Fail

Pass requirement: Applicants should complete the self-declaration (A5) providing information regarding the insurances in place and are asked to note that the following levels will be required for the firm(s) being awarded this contract.

Insurance Type	Required Level
Public Liability	€6.5m
Employers Liability (not required for sole traders)	€12.7m
Professional Indemnity	€1m

A5 – Self Declaration for Financial Information

Tax Compliance

Option 1:

I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <http://www.revenue.ie/en/online/tax-clearance.html> To this end, please confirm:

Yes

No

Applicant Name:

Tax Reference Number (PPSN):

Access Number:

Option 2:

I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents)
To this end, please confirm:

Yes

No

Registration Number:

Certificate Number:

Option 3:

I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request

Yes

No

Financial Capacity

I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the applicant party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due.

Yes

No

Insurances

I confirm that we have the following insurances in place:

Insurance Type	Level in place	Details of Excess	Expiry Date
Employer Liability	€		
Public Liability	€		
Professional Indemnity	€		

I confirm that I will provide the following promptly on request at any time prior to the award decision being made:

Evidence of insurances in place
or

Letter from Insurance Broker confirming that the required levels could be put in place if successful

Yes

No

I confirm that if successful, where the levels required under the contract or framework are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place promptly.

Yes

No

Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.

Signed:

Position:

Date:

A6 - Declaration of Bona Fides (Under Public Sector Directive 2014/24/EU - Article 57)

Weighting: Pass/Fail

Pass requirement: Applicants must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant applicant under each heading. This must be completed by each group member.

Economic Operators will be excluded from the procurement process if, within the past five (5) years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		Yes	No
1.1	Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box	
1.1a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1e	the subject of a conviction for money laundering or terrorist financing;		
1.1f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	Non-payment of taxes or social security obligations Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions? If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved.		

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	Yes	No
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	has, in the performance of any public contract, failed to comply with applicable obligations in the field of environmental, social and labour law applying at the place where the works were carried out or the services provided, as established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other Economic Operators aimed at distorting competition;		
2.1e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1h	is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or		
	has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: unduly influence the decision-making process of the contracting entity, or		

	• obtain confidential information that may confer upon the applicant undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
Declaration re Statutory Obligations			
We confirm that we are fully compliant with the following legislation, or equivalent legislation in our country of establishment / operation:		Yes	No
(i)	Employment Equality Acts 1998-2011		
(ii)	Equal Status Acts 2000-2011		
(iii)	National Minimum Wage Act 2000 as amended		
(iv)	Organisation of Working Time Act 1997 as amended		
(v)	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007		
(vi)	Disability Act 2005		
(vii)	General Data Protection Regulation 2016/679		
(viii)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration			
EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576 , aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	Yes	No
This Declaration is made for the benefit of the Contracting Authority I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

SECTION B - WEIGHTED CRITERIA

B1 PREVIOUS CONTRACTS

Weighting: Maximum Score 8000

Per Previous Contract – Max Score 4000 / Minimum Score 2000

Minimum requirement to remain eligible in the competition: Applicants should refer to instances which demonstrate that they have successfully delivered services for their chosen subjects within the relevant Lot (1-2).

The contracts referenced for consideration should provide comprehensive information to enable Dublin City Council to determine their comparability to the requirements of this contract. The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, Applicants must ensure that they provide sufficient information to allow Dublin City Council to judge the similarity of these contracts to the services required.

NOTE 1: Applicants should note that they must achieve a minimum rating of 50% for each of the individual previous contracts in order to avoid elimination from the competition.

PREVIOUS CONTRACTS

Please copy and complete for each Lot (2 references per lot) applied for.

Lot Description for which this questionnaire relates	
Within the lot please indicate which of the areas / sub-sets (some or all) the contract relates	
Did the Applicant rely on other parties to deliver the contract – if so, please provide details?	
Client Name	
Contact Name	
Contact Number	
Contact Email	
Annual Contract Value	
Delivery Date(s)	
Did the contract involve delivery of the following components, if yes, please write a brief response providing sufficient information to enable Dublin City Council to determine what was involved. Mere affirmation is not sufficient.	
Provision of individual and group learning opportunities (whether through open programmes or customised in-house programmes)	
Provision of learning onsite in client facilities	
Bespoke training as required by the client	
Provision for Self-learning through online learning - hybrid or self - scheduled	
Provision of training and development content for self-learning through the LMS	
Outline your role in the project	
What were the three key challenges for this project	

What were the deliverables and impact of the project	
Were all the project timelines/milestones met? If not explain reasons	
Was project delivered within budget? If not explain reasons	
Outline how this contract is comparable with the subject matter of the contract being tendered.	

B2 – Personnel & Skills

Maximum Score 2000

Minimum Score 1000

Minimum requirement to remain eligible in the competition: Applicants must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.

Note: where applying for multiple lots/sub-lots applicants must have access to 1 senior and 1 trainer per lot/sub-lot. The training design/development and administrative resources may be common across all sub-lots.

*Duplicate grey boxes/table for each lot/sub-lot applied for.

Lot Description for which these skills are available			
Within the lot please indicate which of the areas/sub-lots these skills refer to.			
Skillset	Numbers Directly Employed	Numbers available by Association (third parties)	Minimum Number Required
Training design/development			1
Senior Trainers (>10 years PQE)			1
Trainers (<10 years PQE)			1
Administrative Team			1

Specialists – indicate the number of specialists per area LOT 1			
Area/Sub-Lot	Number of Specialists	Area/Sub-Lot	Number of Specialists
1. Leadership and Strategic Thinking		2. Organisational Development and Transformation	
3. Leading Innovation and Change		4. Executive Coaching and Mentoring	
5. Management Development Courses (middle and senior management levels)		6. Personal Development Courses (junior management level)	
7. Policy Development		8. Interpersonal Understanding and Relationships	
9. Communications			
Total			n/a

Specialists – indicate the number of specialists per area LOT 2			
Area/Sub-Lot	Number of Specialists	Area/Sub-Lot	Number of Specialists
1. Digital Transformation		2. Finance for Non Finance Managers	
3. Women and Leadership		4. Mentoring and Coaching Skills Development	
5. People Management		6. HR Management	
7. Project Management - Various		8. Data Analytics	
9. Performance Management		10. Wellbeing and Managing Stress	
11. Political Skills		12. Facilitation Skills	
13. Negotiation Skills		14. Procurement Skills	
15. Interview Skills – Interviewer / Interviewee		16. Governance and Compliance	
17. Budgeting		18. Media Training	
19. Employment Law / HR		20. Contract Law	
Total			n/a

*Duplicate grey boxes/table for each lot/sub-lot applied for.

Applicants are reminded that they may rely on the resources of other entities on condition that they are fully described, and that applicants can prove that they will have these resources at their disposal when required.

Please attach an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties if applicable, (as outlined in the Applicant Summary).