



gretb

Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
*Galway and Roscommon
Education and Training Board*

INVITATION TO PANEL MEMBERSHIP

Title:	The delivery of Learner Counselling Services
Procedure:	Panel under Negotiated procedure on the basis that the service comprises a Title III Service in accordance with Directive 2014/24/EU.
Duration of the Panel	The panel will be established for six (6) years with the option for additional annual advertising to expand the panel and/or seek certain skill areas if required.
GRETB Reference:	
eTenders/OJEU ref:	
Issue Date:	Friday 7 th June 2024
Closing Date for Queries:	Wednesday 26 th June 2024
Closing Date / Time for receipt of Completed Applications.	Friday 12 th July 2024
Submissions and Queries via:	eTenders only

The Contracting Authority

Education and Training Boards (ETBs) are statutory authorities, which have responsibility for education and training, youth work and a range of other functions. Formerly known as Vocational Education Committees (VECs). ETBs manage and operate second-level schools, further education colleges, multi-faith community national schools and a range of adult, further education and training centres delivering education and training programmes, including 19 (former FÁS) training centres. There are 16 Education and Training Boards spread throughout the country with over 650 sites under their remit. The Chief Executive (CE) of each ETB (Education & Training Board) carries out the executive functions of the ETB, including those in relation to procurement.

Education and Training Boards Ireland (ETBI), based in Naas, Co Kildare is the national representative association for ETBs. Its job is to represent ETBs and promote their interests. It also provides services to its members in areas such as Policy, HR/IR, Corporate and Procurement & Reform. ETBI coordinates the **ETB Procurement Network**, which brings procurement personnel from the 16 ETBs together on a quarterly basis.

The Contracting Authority is an ETB responsible for the delivery of services in the following location; Galway and Roscommon Education and Training Board (GRETb) originated from the amalgamation of Co. Galway VEC, City of Galway VEC and Co. Roscommon VEC on 1st July 2013. The GRETb Training Centre (formerly under the auspices of FÁS) transferred to GRETb in 2014.

Roles, Responsibilities and Functions

The general functions of an Education and Training Board, stated under the Education and Training Boards Act 2013, are to:

- a) establish and maintain recognised schools, centres for education and education or training facilities in its functional area,
- b) when directed to do so by the Minister:
 - i. establish and maintain recognised schools in its functional area,
 - ii. establish and maintain centres for education in its functional area,
 - iii. maintain centres for education or recognised schools in its functional area, and
 - iv. establish, maintain or resource education or training facilities in its functional area,
- c) plan, provide, coordinate and review the provision of education and training, including education and training for employment, and services ancillary thereto in its functional area in:
 - i. recognised schools or centres for education maintained by it,
 - ii. education or training facilities maintained or resourced by it,
 - iii. children detention schools,
 - iv. prisons, and
 - v. facilities maintained by other public service bodies,
- d) enter into arrangements with, and provide support services to, education or training Providers,
- e) establish scholarships,
- f) adopt a strategy statement,
- g) adopt an annual service plan,
- h) co-operate with anybody nominated to carry out internal audit functions,

- i) provide education and training at the request of, and on behalf of, anybody which funds training out of money provided to that body by the Oireachtas,
- j) support the provision, co-ordination, administration and assessment of youth work services in its functional area and provide such information as may be requested by the Minister for Children and Youth Affairs in relation to such support, and
- k) assess whether the way it performs its functions is economical, efficient and effective.

ETBs are active in local communities through the direct provision of training and education programmes delivered in training centres, colleges and other training and educational settings. In this way, ETBs seek to make a real difference to the lives of the people they serve.

Such responsiveness continues to be the hallmark of the education and training boards' sector, looking outward nationally and internationally, while servicing education and training locally and individually.

For more information on ETBs and ETBI go to www.etbi.ie

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. All information contained in this Qualification Questionnaire is provided for the purpose of facilitating the production and submission of a Tender.

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 GRETB (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 shall NOT be bound to accept the lowest or any Tender proposal and reserves the power to accept any part of any Tender proposal, unless the bidder expressly stipulates to the contrary at the time of Tender.

The Contracting Authority reserves the right to discontinue the procurement process at any time and not make an award decision.

Note

Please note that information relating to this Qualification Questionnaire, 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 accepts no responsibility for information relayed (or not relayed) via third parties.

The Contracting Authority has provided a separate Response Document Appendix 1 for applicants to use in preparing their application for panel membership.

This document and format must be used.

1. 1. Scope of Requirements

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.

Learner Counselling Services

1.2.1 Background

Galway and Roscommon Education and Training Board (GRETb) requires Counselling Services to enhance the service it provides to learners engaged in Further Education and Training (FET) and in its Youth Education/Youthreach services and occasionally on an ad hoc basis its post primary and plc colleges. The role of the counsellor(s) is to provide a free and confidential service to learners who are experiencing difficulties or who have issues of concern that they need to discuss. These issues can be personal, social, academic, or related to mental health or welfare.

1.2.2 Location of Services

Services will be located in Counties Galway and Roscommon as required.

Please identify the locations you are interested in providing counselling services in on the panel response document (appendix 1). You may choose one or more locations.

The option of online counselling will also be provided, and the response should identify your ability to provide online counselling. Galway and Roscommon ETB have over 30 Further Education and Training Centres (inc. Youthreach and the Turas Centre) and is spread across the entire region, with centres as far North as Boyle to Gort and from Clifden to Monksland. Also included are the Gaeltacht and the off-shore Islands. This service will cover all these regions and it is therefore important to specify preferred areas.

1.2.3 Commencement of Panel

It is anticipated that this panel will commence on the 1st of October 2024.

1.2.4 Process of Engagement

The access to counselling services within GRETb is undertaken in two different ways and as such, we are seeking two different forms of commitment.

Youthreach Centres and the Turas Centre

In this instance, we will require a counsellor to be onsite for a half-day, or one to two days per week, depending on the number of learners in the centre and the level of need. Access to the service will be through referral by the Centre/Service Coordinator.

Appointments will be provided on a strictly confidential basis and booked by the Centre Coordinator. This form of counselling service will commence in early September and cease at the end of May or June (depending on need/timetable of the particular centre).

Other Further Education and Training (FET) Centres: (including PLC, Apprenticeship, Basic Education and other forms of education and training provision for adult learners)

The remaining FET Centre learners can self-refer for counselling through the Learner Support & Inclusion Service or the Adult Guidance and Recruitment Service.

The learner will be offered up to a maximum of 6 sessions with a counsellor following a meeting/assessment with the Learner Support Team or Adult Guidance Team. This sessional approach is all year round and will be awarded on a learner-by-learner basis for six hours per learner. (Please note in exceptional cases these sessions may be extended depending on need and budget availability)

These sessional counselling sessions can take place in-person or online depending on the needs of the learner. A number of GRETB FET Centres operate solely *trí Ghaeilge*. For planning purposes please specify your ability to deliver the service *trí Ghaeilge* in the panel response document (appendix 1 – item B1 (d)).

1.2.5 Qualifications/Requirements

The proposed panel member must hold a fully maintained accreditation status having fully completed their accreditation hours requirement. GRETB reserves the right to check this sporadically. A qualification in counselling / counselling psychology / psychotherapy accredited with one of the following (peer reviewed) accrediting bodies is required:

- a. Irish Association for Counselling and Psychotherapy (IACP) Accredited
- b. Irish Association of Humanistic & Integrative Psychotherapy (IAHIP)
- c. Irish Council for Psychotherapy (ICP)
- d. Psychological Society of Ireland (PSI) (*eligible for membership of the Division of either Counselling or Clinical Psychology within the PSI*)
- e. Or equivalent (peer reviewed) accreditation awarded from another Member State. (Subject to approval by GRETB).

Garda Vetting

In accordance with the provision of the Children First Act 2015 and the National Vetting Bureau (Children and Vulnerable Persons) Act, 2012, the successful applicants must be Garda vetted. Evidence of Garda vetting must be made available to GRETB on request. Counsellors will also be subject to Garda vetting by GRETB prior to the commencement of the counselling service in each GRETB Further Education and Training Centre. Sharing agreements may be applicable in certain circumstances.

Experience

GRETB's preference is that counsellors have a minimum of two (2) years' experience of counselling learners in an educational environment; both with young people under 18 and with adult learners. Please note this is not an exclusion clause.

GDPR (General Data Protection Regulation)

All learner counsellors must have taken GRETB Data Protection training. If this is not in place, panel members must commit to completing this training prior to engagement. The training is provided by GRETB and delivered online; please note attendance is on learner counsellors' own time.

Counsellors should have comprehensive knowledge and awareness of the mental health issues facing learners in FET. Understanding and sensitivity to the particular stresses and pressures that face learners of varying demographic profiles is required.

Counsellors will be expected to exercise all reasonable skill, care and diligence in conformity with normal professional standards as governed by recognised best practice.

The counsellor(s) shall not disclose any information of a confidential nature obtained by him/her by reason of this contract, except information, which is in the public domain, otherwise than by reason of a breach of this provision.

Service Level Agreement

Prior to the commencement of the service, the successful applicants must sign a Service Agreement with GRETB which will outline the policies and procedures to be followed by counsellors providing a counselling service in GRETB FET Centres (Appendix 2).

1.2.4.1 Areas of Expertise

GRETB has identified the following areas for which learners have required support:

REQUIREMENT	
1	Suicidal ideation/ Self-harm
2	Sexual harassment/violence
3	Trauma
4	Cognitive behavioural therapy (CBT)
5	Addiction/ Gambling
6	Anxiety/ depression/managing mood
7	Autism spectrum disorder (ASD)
8	Eating disorders

9	Relationships
10	Bereavement/ Loss
11	Complementary/ Alternative Therapy Example: Mindfulness.
12	Financial Counselling
13	Trauma Counselling
14	Gender Identity
15	Specialist group counselling

Please note this list is not exhaustive and is expected to increase over the next number of years. GRETB may contact panel members for additional skills/ areas of expertise.

As part of the response, suppliers are required to state:

- a. Their current experience in the specific area
- b. Their number of years providing support/ qualified in same

1.2.6 Service Delivery

The ideal scenario is for sessional counsellors to take all meetings on site in the GRETB Centre but can also include online meetings by means of Teams or Zoom and by phone. There may be some circumstances (due to space requirements or at the request of the learner) where the session may take place at an alternative agreed location such as the Counsellors Office/space.

1. In-person (vast majority of requirements)

Learners will arrive at the agreed centre/location at their appointed time and meet their counsellor. In the case of Youthreach and Turas Learners, the young people will be directed to the specified room in the centre.

2. Online

If required, learners can access the service online through an agreed online platform or application.

It is the sessional counsellor's responsibility to have access to ICT equipment and relevant licenses to deliver online counselling.

3. By phone

If necessary, learners can access the service via phone. Counsellors are requested NOT to give their personal phone numbers to learners.

1.2.7 Duration of engagement

Applicants must understand that the engagement period with any specific learner may go beyond the academic term period. That is, it may be required during summer months as an example.

1.2.8 Counselling Session Duration

Each session, regardless of its delivery model (in-person, online, by phone), will typically last for 50 minutes. GRETB proposes a preparation and post session time of 10 minutes. The post session time is to record comments / actions etc. Therefore, each session will be for a period of 60 minutes. Billing will be per session and no additional costs will be accepted.

1.2.9 Group Sessions

There may be a requirement for group counselling and/or psycho-education workshops to be facilitated by external providers. This requirement will be circulated to all panel members. Group facilitation skills can be provided by the service.

1.2.10 Supervision Services

In line with best practice, Counsellors must attend and receive their own supervision support at frequent intervals as required by their individual accrediting bodies.

1.2.11 GDPR / ICT Security Requirements

Malware protection software must be installed and active on all IT (Information Technology) devices used for serviced delivery prior to contact with learners.

1.2.12 Pricing Requirements

As mentioned in section 1.2.7, each session is allocated a time slot of 60 minutes. (50 minutes' session, 10 minutes for prep/notes).

GRETB is setting the rate for in-person and online counselling. This is to allow for any additional costs associated with travel to and from GRETB for in-person counselling, as no additional expenses will be entertained.

- In-person at €70 per hour excluding VAT.
- Online at €60 per hour excluding VAT.

GRETB are further requesting the following: The in-person price should also be provided as a half-day rate and a full day rate. (Half Day Rate = 3hours, Full Day Rate = 6 hours). Please advise us of any discounted rates for half or full day.

Please note that the rate will be reviewed annually in line with the consumer price index.

1.2.13 Engagement process

The engagement process will happen in two ways:

Sessional Counselling in FET Centres: (in-person) Learners will be allocated to a **sessional counsellor** who then takes responsibility to contact the Learner directly to arrange an assessment session and subsequent appointments up to a maximum of six one-hour sessions.

Online sessions will be arranged by the learner with the counsellor when allocated to them.

Turas Centre and Youthreach: Learners will be allocated to a counsellor through the Centre Coordinator and the Coordinator will manage the appointments during the half/full day period when the counsellor is onsite.

Preference will be given to panel members who can provide both in-person and online counselling.

1.2.14 Cancellation of sessions

GRETB will pay in full (100%) for any planned session that is cancelled by the learner within 24hrs of the agreed time and date. Sessions cancelled outside of the 24hr window are unbillable. Normal service working hours apply, Monday to Friday this may on occasion include sessions in the evening.

1.3 Availability to provide services

It is proposed that GRETB, through engagement with panel members, will be kept informed of the availability of providers to assist with planning etc. The method of this engagement will be agreed and circulated to all panel members.

1.4 Meeting with Proposed panel members

GRETB intends to meet face to face or online with any proposed panel member who has not previously worked or engaged with GRETB.

1.5 Sample Service Level Agreement

Please find Sample Service Level Agreements in Appendix 1 and 2.

1.6 Duration of the Panel

The panel will be established for six (6) years. The panel will be continually open for access. Should the panel cease to operate, all members will be notified via www.etenders.gov.ie. This will not affect the delivery of any contracts awarded under the panel.

1.7 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 is approximately €200,000 (excl. VAT) per annum.

DESCRIPTION		Estimated Annual Value
	Learner Counselling Services	<u>€200,000</u>

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

1.8 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, agreement of the service level agreement, which will include requirements for the successful applicants to provide a current Tax Clearance Certificate and Professional Indemnity Insurance.

Admission to the panel will also be subject to an applicant passing all of the criteria on the basis of meeting all minimum qualifying requirements.

1.9 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.

Learner Counselling services

When contracts arise over the duration of the panel they may be awarded in accordance with the following:

- The maximum number of learners hour on hour i.e., no more than 4 learners in a row, (without a break) or 6 on any given day, split between morning afternoon or evening.
- Work will be allocated to panelists in rotation where more than one counsellor is working the same hours i.e., each counsellor will be allocated 1 learner at a time in rotation until each counsellor's quota is reached. The exception is where the panelist has expertise in a specific area required by a particular learner or based on geographic location of the learner.

1.10 Selection Process

As part of the suitability assessment, GRETB reserves the right to confirm the suitability of applicants to engage with learners in a FET environment and with young people aged between 12 and 18 years, by demonstrating a learner-centered criteria of genuineness, empathy and unconditional positive sentiment by means of interview.

1.11 Review of Performance

GRETb will regularly review the level of service the learner received is maintained to the highest standards. If for any reason the service being provided is not to the required level the FET Management Team will investigate. This may result in the removal of a counsellor from the panel and learner allocation revoked.

1.12 Fees and Inclusive Rates

Applicants should note that all fees will be paid at an all-inclusive rate. Additional payments for travel, subsistence and continuous professional development (CPD) will not be made. Professional Services Withholding Tax (PSWT) will be deducted as per revenue guidelines.

2. Instructions to Applicants

2.1 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 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 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 in accordance with that time and date as indicated on the title page to enable clarifications to be issued to all interested Applicants in sufficient time prior to the deadline date for the receipt of applications.

2.2 Completing the Qualification Questionnaire

When completing the Qualification Questionnaire (panel response document), which is attached to the eTenders notice as separate documents, 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 emphasised that the information requested in the Qualification Questionnaire is aimed solely at determining the suitability and choice of Applicants for entry to panel. 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 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.
- 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 considered during the evaluation process.
- 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.
- 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, may be required to establish a legal personality in order to enter into a contract.
- 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 an applicant 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.

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.

2.3 Submission of Applications

Applications must be submitted electronically via the eTenders postbox facility on www.etenders.gov.ie only.

All applications must be compiled such that they can be read immediately using PDF readers. The closing date for applications for consideration of initial work to be awarded under the Panel is as indicated on the title page.

The Contracting Authority is not responsible for corruption in electronic documents. Applicants must ensure electronic documents are not corrupt.

Applicants should produce their response using the Panel Response Document as a SINGLE UPLOADED FILE, if possible, which is clearly labelled, page numbered and indexed.

Applicants must ensure that they give themselves sufficient time to upload and submit all required documentation before the closing date/time if they wish to be considered for the initial work to be awarded under the Panels. After submission, you can still modify and re-send your response up until the response deadline.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded by the designated deadline. Applications that are received late or via other means WILL NOT be considered for the initial work to be awarded under the Panels.

2.4 Evaluation of Applicants

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

2.5 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.

2.6 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.

2.7 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).

2.8 Currency and Payment

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.

2.9 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.

2.10 Freedom of Information

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them at any stage 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.

2.11 Tax Compliance

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 may be required to supply its Tax Clearance Access Number and Tax Reference Number, if not already available, 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.

2.12 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.

2.13 Change in the Composition of an Applicant

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. However, applicants are entitled to reapply on the basis of a new membership structure in the case of consortiums or groupings. It should be noted that the lead applicant cannot submit under more than one application.

2.14 Notification of the Evaluation

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

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

Note: Unsuccessful applicants may reapply at any time, until the panel expires.

2.15 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.

Appendix 1: Questionnaire Summary

Ref.	Pass/Fail Criteria	Pass Requirements
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	Applicants are required to complete a Self-Declaration Form (A5). Applicants will be required to provide the evidence self-declared when requested by GRETB and prior to commencement of any engagement.
A3	Financial Capacity	
A4	Insurance	
A5	Self-Declaration of Financial Information	Applicants must complete, sign and date this Declaration. Non-compliant applicants under any of the headings will be automatically disqualified.
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.
A7	General Data Protection Regulation	Applicants must confirm operation of Data Protection Management systems and procedures in line with all relevant Data Protection legislation and confirm that they agree to be bound by GRETB terms outlined in the Qualification Questionnaire in respect of Data Protection.
A8	Group Sessions	Applicants are required to identify if they are available for facilitation of group sessions.
A9	Confirmation of Rates	Applicants are required to confirm their acceptance of the allocated rate.
Technical Criteria		
B1	Individual Skills Profile/Expertise	Candidates must provide the following information for assessment: a. Professional Registration/ Qualification b. Additional Professional Qualifications <i>Please provide information to enable GRETB to assess applicants' offer.</i>
		c. A CV <i>Please provide a (max 2 page) CV which focuses on previous experience and demonstrates team members' expertise for the role proposed.</i>
		d. Irish <i>Note: This is not a mandatory requirement.</i> <i>Knowledge/Level of Irish – Please note “good” means capable of performing duties these services through the medium of Irish.</i>

		e. Previous Experience <i>Applicants must demonstrate experience in providing the services outlined in this panel document.</i> <i>To meet this requirement, applicants must provide a minimum of one reference from any of the following:</i> 1. <i>Employer/ Corporate Learner.</i> 2. <i>Their counselling/ psychotherapist supervisor</i> <i>Please complete form B1(d.)</i> <i>NOTE: References should not be provided from individual learners.</i>
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