

Q1. In section 3.2.4 of the RFT, tenderers are asked to provide evidence that they have a right of audience before the Courts of Ireland. Can this requirement be satisfied by a tenderer confirming that it is a firm of solicitors in Ireland by providing confirmation on request i.e. Certificate of Good Standing which will confirm that the proposed team members have valid practicing certificates in Ireland?

Yes. For the purposes of this competition, this requirement may be satisfied by a confirmation within the tender submission that the tenderer is a firm of solicitors authorised to practise in Ireland and that the proposed personnel hold valid practising certificates and rights of audience before the Courts of Ireland, where applicable.

The Contracting Authority reserves the right to request supporting evidence, including a Certificate of Good Standing or other appropriate evidence issued by the Law Society of Ireland, prior to contract award or at any stage of the procurement process where considered necessary.

Q2. Section 3.2 (b): We refer to Section 3.2 Selection Criteria in the RFT, paragraph (b), which states that tenderers should 'In the table provided below, Tenderers must declare the following: Indicate by way of ✓ whether the competency is available at Partner, Senior Associate and/or Solicitor level - for LOT being tendered for'. We have reviewed the RFT documentation and cannot locate any table beneath this paragraph. Could you please confirm whether the reference to a table is in error, or If a table is to be provided, Could you issue the relevant template?

Thank you for bringing this to our attention.

The reference to a table under Section 3.2.3(b) was included in error, and no separate template is required.

Tenderers should instead include a brief statement within their response confirming which competency levels (Partner, Senior Associate and/or Solicitor) are available for each Lot for which they are submitting a tender.

No additional evaluation criteria are introduced by this clarification.

Q3. Can Depaul Irish Group confirm if submitting just one ESPD document referring to all lots is acceptable instead of submitting an ESPD per Lot?

Yes.

Tenderers submitting a response for multiple Lots are only required to submit a single completed ESPD, provided it covers the tenderer and applies to all Lots being tendered for.

This is consistent with Section 1.3.2 of the RFT, which requires one ESPD (Appendix 4) regardless of the number of Lots applied for.

Q4. The RFT does not indicate anywhere that CVs are required as part of the tender submission. Can Depaul Irish Group please confirm whether it would instead, be acceptable to provide a short biographical profile for each of the proposed key team members under the 'Key Personnel' heading of our response which will include their name/position, PQE and their role. Would this be sufficient?

Yes.

The Contracting Authority confirms that submission of full CVs is not mandatory.

Tenderers may instead provide a concise profile for each proposed key team member, including as a minimum:

- *Name;*
- *Position/Title;*
- *Post-Qualification Experience (PQE);*
- *Relevant expertise; and*
- *The individual's proposed role in delivering the services under the relevant Lot(s).*

Tenderers should ensure that sufficient information is provided to enable the Evaluation Team to assess the relevant award criteria relating to Service Delivery and Key Personnel.