

Business Case
for Publishing tender on eTenders portal for Legal Services

1. SECTION1 - EXECUTIVE SUMMARY

Contract Details	
Contract No:	Yet to publish, 2026
Contract Title:	RFT for Legal Services
Head of Department:	Emma Grainger
Budget Owner:	Emma Grainger
Contract/Project owner:	Emma Grainger
Project Team:	Léargas – The Exchange Bureau
Estimated Contract Value:	Invoice Based/ Estimated Contract Value more than €50K
Contract period:	3 years

Background
Overview: Léargas is seeking to engage a legal services provider to support its statutory functions, governance responsibilities, compliance with regulatory and contractual obligations, employment matters, reduce legal risk, and provide guidance on a wide range of legal matters relevant to a publicly funded, charitable organisation. The current legal services providers are completing their contract for which a competitive procurement process is required to source professional legal services for said services. The appointed legal partner will provide services across the following core areas: • Employment law, including contract drafting, disputes, and compliance • Governance, board and trustee legal duties, and organisational structures • Contractual advice, drafting, negotiation, and dispute resolution • Compliance with GDPR and data processing regulations

- Procurement and public tendering legislation
- Property and lease management
- Charity law, including engagement with the Charities Regulator
- Risk management and protected disclosures
- Training for board and senior leadership on legal responsibilities

2. SECTION 2: SCOPE & HIGH-LEVEL REQUIREMENTS

Scope

The service provider will act as an independent legal advisor to Léargas, offering specialist guidance without assuming responsibility for organisational management.

The scope includes:

- Legal advice across corporate, employment, property, charity, and data protection law
- Assistance with interpreting and implementing relevant legislation
- Support for internal policy reviews and the drafting of robust procedures
- Guidance on public procurement rules and contractual frameworks for funding
- Representation or advice in relation to disputes, HR investigations, and complaints
- Advice on protected disclosures and whistleblower protections
- Annual review of legal risks and compliance with regulatory changes
- Input into board governance and organisational restructuring as required

High Level Requirements

- Review and update constitutional documents
- Experience working with public sector organisations
- Efficient to respond to urgent legal matters
- Legal guidance on board/trustee roles and responsibilities

- Advice on fundraising compliance, donor schemes, and tax implications
- Oversight on GDPR policies and third-party data agreements
- Employment and pension legal advisory
- Legal due diligence for grants, leases, and service contracts
- Research and recommendations on emerging legal obligations
- Develop complaints and protected disclosures handling mechanisms
- Deliver governance and legal compliance training workshops

3. SECTION 3: OPTION ANALYSIS & EXPECTED BENEFITS

Preferred Option: Outsource to a third-party legal services provider

Benefits:

- Access to a range of legal specialists without the cost of full-time counsel
- Flexible, responsive support as needed
- Continuity and consistency in risk management and compliance
- Professional representation in negotiations or disputes
- Reinforced organisational credibility with regulators and funders

4. SECTION 4: SCHEDULE OF ACTIVITIES

Project Milestone	Timeline	Owner
Approval of Business Case	Week 1	Board
Tender Documentation	Week 1	Itisha
Publish of Tender	Week 1	Itisha
Tender Period	Week 2 – 6	-
Evaluation of Tenders	Week 7 – 8	Board/Emma/Terri
Clarifications/Negotiations	Week 9 – 10	Emma/Service Provider
Contract Award	Week 11	Emma/Service Provider
Contract Commencement:	Week 12	Emma
• Define Scope & Key deliverables	As & when required	Emma/Service Provider
• Regulatory Compliance Review	As & when required	Emma/Service Provider

• Constitution & Governance Review	As & when required	Emma/Service Provider
• Policy Review and legal input	As & when required	Emma/Service Provider
• Complaints & Disclosure Procedure	As & when required	Emma/Service Provider
• Procurement Compliance Advice	As & when required	Emma/Service Provider
• Dispute Resolution & Representation	As & when required	Emma/Service Provider
• Employment & Pension Support	As & when required	Emma/Service Provider
• Training for Board members	As & when required	Emma/Service Provider
• Annual Legal Risk Report	As & when required	Emma/Service Provider

5. FINANCE

Financial Appraisal

Direct Costs: Legal fees related to advice, representation, drafting, and governance support.

Indirect Costs: Staff time for coordination, administrative processing.

Total Budget: Estimated €50,000+ over 3 years, usage based.

Cost Impact: Enables proactive management of legal risk and regulatory compliance with minimal overhead.

6. PROCUREMENT STRATEGY

Procurement Method

Procurement Method Open Tender – one lot, to be published on eTenders. Will also be promoted via Léargas website and social media.

Tender Evaluation Criteria

Tender Evaluation Criteria

- Relevant expertise and prior charity/public sector experience
- Demonstrated knowledge of procurement, employment, GDPR, and charity law
- Clear methodology and responsiveness
- Value for money
- Track record of supporting risk and governance functions

7. SECTION 7: RISKS & MITIGATION

The Risks & Mitigation section should be drafted to take account of commercial, technical and contract- specific risks with particular emphasis given to the top risks associated with contract award.

Provide details on the following risk factors, amongst others, including proposed mitigating actions – please note that contract-specific risk (e.g. deviation from Léargas’ contract terms and conditions) should also be stated, amongst others.

No.	Identified Risk	Mitigating Strategy
1.	Delays in delivery of advice	Define clear timelines and deadlines in the contract. Make the payments plans strictly adhering to project milestones and delivery dates
2.	Inadequate legal coverage	Require demonstrable experience across all areas
3.	GDPR or confidentiality breach	Ensure vendor has GDPR compliance protocols and insurance
4.	Cost overruns	Fixed-rate agreements for core services where possible

Submitted by:

Itisha Sharma

Procurement & Compliance Officer

Approved by:

Emma Grainger

Executive Director

Signature: 
[Emma Grainger \(Jul 9, 2026 17:28:45 GMT+1\)](#)

Email: egrainger@leargas.ie

Léargas Business Case Legal Services 2026

Final Audit Report

2026-07-09

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