

Business Case

SECTION 1- EXECUTIVE SUMMARY

CONTRACT DETAILS	
Contract No:	To be published on eTenders
Contract Title:	RFT for Data Protection Services
Head of Department:	Léargas – The Exchange Bureau
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
Léargas is seeking to appoint an external Data Protection Officer & a GDPR consultancy provider to support the organisation in maintaining compliance with data protection legislation and best practice. The successful provider will act as Léargas' designated external DPO, providing strategic advice, operational support, compliance monitoring, governance reporting, risk support and staff guidance. The services sought are substantially aligned with the DPO and GDPR consultancy support currently provided to Léargas and are intended to ensure ongoing compliance, continual improvement and effective data protection governance across the organisation. The appointed partner will provide services in following areas: - The Data Protection Officer will act as point of contact for the GDPR visionary authority in the organisation. - Informing Léargas staff members who are directly and indirectly involved in processing of data, of obligations pursuant to the GDPR or any other relevant Irish and EU data protection legislation. - Providing ongoing advice to Léargas on compliance with the GDPR and applicable Irish and EU data protection legislation, including identifying any areas requiring attention and providing appropriate updates to management. - Supporting Léargas in the development, review and maintenance of its data protection policies, procedures and associated reporting. - Advising Léargas on the implementation of its data protection governance arrangements, including the allocation of responsibilities, staff awareness and training, and periodic compliance reviews or audits. - The provision of reports to the Finance, Audit and Risk Committee on the audits carried out with recommendations for any action required to be taken to minimise risk and ensure compliance with GDPR requirement, if any.

SECTION 2 – SCOPE AND HIGH-LEVEL REQUIREMENTS

SCOPE

The scope of this RFT is to source data protection officer for Company Léargas- The Exchange Bureau. The scope includes:

External Data Protection Officer Services:

- Act as Léargas' designated external Data Protection Officer.
- Serve as the primary source of independent GDPR and data protection advice.
- Provide access to an experienced lead DPO and appropriate support personnel.
- Be available to support staff on day-to-day data protection matters.
- Provide emergency support where required in relation to serious incidents or breaches.

Day-to-Day GDPR Support:

- Respond to staff queries on GDPR and data protection matters.
- Review proposed processing activities and new initiatives.
- Advise on lawful bases, retention, transparency and data subject rights.
- Support the management of personal data breaches and incidents.
- Provide practical guidance on data protection compliance issues.

Governance and Compliance Management:

- Monitor GDPR compliance and emerging risks.
- Review and advise on data protection policies, procedures and related documentation.
- Assist in maintaining and reviewing the Record of Processing Activities (ROPA).
- Manage and respond to all Subject Access Requests.
- Monitor legislative and regulatory developments affecting Léargas.
- Identify opportunities for continuous improvement.

Data Protection Impact Assessments:

- Advise on the requirement for DPIAs.
- Review and provide recommendations on completed DPIAs.
- Support risk assessment and mitigation activities associated with new projects, programmes and technologies.

GDPR Strategy and Risk Management:

- Advise on strategic GDPR priorities.
- Support the development of data protection governance arrangements.
- Maintain oversight of organisational GDPR risks.
- Provide recommendations regarding emerging risks, controls and mitigation measures.

MEETINGS & REPORTING

Initial Contract Meeting:

Within the first month of the contract, the provider will meet with Léargas representatives to:

- Agree priorities and work plans.
- Confirm meeting schedules.
- Review existing policies, procedures and documentation.
- Identify key GDPR priorities and risks.

Monthly GDPR Review Meetings:

The provider will facilitate and attend a monthly GDPR review meeting. The meeting should include, at a minimum:

- Review of previous actions.
- Review of GDPR incidents and breaches.
- Review of policies and documentation.
- Updates on staff awareness and training activities.
- Review of relevant organisational developments and projects.
- Emerging risks and actions.
- Any other business.

The service provider will:

- Review relevant documentation in advance of meetings.
- Issue proposed document updates where appropriate.
- Maintain action logs.
- Produce meeting minutes within two working days.

Quarterly GDPR Governance Review:

The provider will prepare and present a quarterly GDPR review for senior management and/or the Board. The quarterly review should include:

- Progress against agreed actions.
- Review of organisational GDPR risk profile.
- Updates to the Record of Processing Activities.
- Legislative and regulatory developments.
- Strategic recommendations.
- GDPR dashboard and performance overview.
- Forthcoming developments and priorities.

Quarterly Service Review Meetings:

The provider will attend quarterly service review meetings with Léargas. The review should address:

- Services provided during the period.
- Performance against agreed service levels.
- Resource utilisation.
- Recommendations for service improvement.
- Contract management matters.
- Planned activities for the next quarter.

NOTE: Minutes of these meetings should be issued within two working days.

SECTION 3 – OPTION ANALYSIS AND EXPECTED BENEFITS

PREFERRED OPTION

External DPO Service:

The possible option is to outsource the GDPR Services to a Third-Party service provider to handle the data protection services and support. The benefits will include

- This will provide access to specialist knowledge of Irish and EU data protection law and regulatory guidance.
- An independent advice and oversight in relation to Léargas's data protection obligations.
- Continuous monitoring and support to help identify data protection compliance risks and areas requiring improvement.
- Practical advice on data breaches, data subject rights, data sharing and other data protection matters.

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	Emma/Derrie
Contract Award	Week 9 – 11	Emma/Derrie
Clarifications/Negotiations	Week 9 – 11	Emma/Derrie/Service Provider
Contract Commencement	Week 12	Emma/Derrie/ Service Provider
- Define scope & deliverables	As & when required	
- Regulatory Compliance Review	As & when required	
- Governance Review	As & when required	
- Compliance Review	As & when required	

SECTION 5 – FINANCE

FINANCE APPRAISAL
<i>Direct Costs:</i> Expenses directly related to the RFT process and subsequent contract, Like consultancy fees, project management, legal fees, or any other related costs. <i>Indirect Costs:</i> Costs that are not directly tied to the RFT process but may be incurred, such as administrative costs. <i>Total Estimated Budget:</i> The sum of all projected costs associated with issuing the RFT and executing the resulting contract. <i>Cost Impact:</i> Evaluating the impact of overall project cost and affordability.

SECTION 6 – PROCUREMENT STRATEGY

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

TENDER EVALUATION CRITERIA

1. Experience - Relevant experience in delivering similar services, preferably within the charity, Government or other public body.
2. Demonstrated Knowledge - In-depth understanding and practical application of GDPR, laws and legislation all related policies/procedures applicable for data recorded for EU programmes and government funded programmes.
3. Methodology and Responsiveness - Project Implementation strategy/methodology of the proposed approach as per RFT and business case requirements, like deliverables, suggestions and ability to meet deadlines.
4. Value for Money - MEAT Criteria based on overall cost-effectiveness, including a price, quality and achievement of desired outcomes.
5. Capacity & Continuity arrangements- Ability to support in timely manner to support continuity services during unforeseen circumstances.
6. Sustainability - Commitment to environmental, social, and economic sustainability, including ethical practices and long-term impact.

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	Define clear timelines and deadlines in the contract. Make the payments plans strictly adhering to project milestones and delivery dates
2	Data Security	Ensure that the vendor follows best practices for GDPR
3	Quality	Set pre-defined quality standards for design, functionality, performance, and security in the tender and contract

Submitted by: _____

Date:

Approved by: _____

Date:

Signature: 
 Emma Grainger (Oct 1, 2026 12:07:15 GMT+1)

Email: egrainger@leargas.ie

Business Case DPS

Final Audit Report

2026-10-01

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