



**Comhairle Contae Thiobraid Árann**  
Tipperary County Council

## QUALIFICATION QUESTIONNAIRE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Establishment of a Single-Party framework agreement for</b>                                                                                                                                                                                                                                                                                                                                                                                                                     | The Provision, Implementation and Support of a National Electronic Time and Attendance System for the Retained Fire Service<br><br><b>Initial Contract</b> for the Provision, Implementation and Support of an Electronic Time and Attendance System for Tipperary County Council Retained Fire Service |
| <b>Procedure</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Restricted                                                                                                                                                                                                                                                                                              |
| <b>eTenders RFT ID</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | As per eTenders                                                                                                                                                                                                                                                                                         |
| <b>Issue Date</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | As per eTenders                                                                                                                                                                                                                                                                                         |
| <b>Closing Date for Queries</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    | As per eTenders                                                                                                                                                                                                                                                                                         |
| <b>Submission of Queries</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Via the messaging portal on eTenders on <a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>                                                                                                                                                                                                    |
| <b>Closing Date / Time For receipt of Completed Questionnaires</b>                                                                                                                                                                                                                                                                                                                                                                                                                 | As per eTenders                                                                                                                                                                                                                                                                                         |
| <p><i>Please note that information relating to this Qualification Questionnaire, including clarifications and changes, will be published on the Irish Government Procurement Opportunities Portal (<a href="http://www.etenders.gov.ie">www.etenders.gov.ie</a>). 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.</i></p> |                                                                                                                                                                                                                                                                                                         |

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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 Tipperary County Council (TCC) (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 TCC or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the Contracting Authority has any authority to give or make any representation or warranty, express or implied, in relation to such information. TCC 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.

TCC reserves the right to discontinue the procurement process at any time.

## 2. Summary

|                                       |                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Contracting Authority:</b>         | Tipperary County Council (TCC)                                                                                                                                                                                                                                                                                                        |
| <b>Title of Procurement</b>           | Single-Party Framework Agreement for the Provision, Implementation and Support of a National Electronic Time and Attendance System for the Retained Fire Service<br><br>Initial Contract for the Provision, Implementation and Support of an Electronic Time and Attendance System for Tipperary County Council Retained Fire Service |
| <b>Number to be invited to tender</b> | The top 5, subject to that number qualifying                                                                                                                                                                                                                                                                                          |
| <b>Procedure:</b>                     | Restricted                                                                                                                                                                                                                                                                                                                            |
| <b>Stage in procedure:</b>            | This is the first stage of this competitive procedure whereby any interested party may submit a response to this Questionnaire in order to be considered for inclusion on the next stage.<br><br>Following evaluation, the top 5 scoring applicants will be invited to tender at stage 2, should that number qualify.                 |
| <b>Selection Criteria:</b>            | As contained in Appendix 1 to this Document.                                                                                                                                                                                                                                                                                          |

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### 3. About the Contracting Authorities

Tipperary County Council is the Contracting Authority responsible for conducting this procurement on behalf of the National Directorate for Fire and Emergency Management (NDFEM).

The resulting Framework Agreement will be available for use by the following local authorities:

- Carlow County Council
- Cavan County Council
- Clare County Council
- Cork City Council
- Cork County Council
- Donegal County Council
- Dublin City Council
- Dún Laoghaire-Rathdown County Council
- Fingal County Council
- Galway City Council
- Galway County Council
- Kerry County Council
- Kildare County Council
- Kilkenny County Council
- Laois County Council
- Leitrim County Council
- Limerick City and County Council
- Longford County Council
- Louth County Council
- Mayo County Council
- Meath County Council
- Monaghan County Council
- Offaly County Council
- Roscommon County Council
- Sligo County Council
- South Dublin County Council
- Tipperary County Council
- Waterford City and County Council
- Westmeath County Council
- Wexford County Council
- Wicklow County Council

Each of the above local authorities may, at its own discretion and subject to its own internal approvals and requirements, draw down from the Framework Agreement and enter into an individual contract with the successful Framework Member. There will be no obligation on any local authority to use the Framework Agreement.

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

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#### 4. Scope of the Framework Agreement

Tipperary County Council, on behalf of the National Directorate for Fire and Emergency Management intends to establish a Single-Party Framework Agreement for the provision, implementation, support and maintenance of a national Electronic Time and Attendance System for the Retained Fire Service.

The Framework Agreement will be available for use by participating local authorities throughout Ireland. Each local authority may, at its own discretion, draw down services under the Framework Agreement and enter into an individual contract with the successful Framework Member. There will be no obligation on any local authority to make a drawdown.

The scope of the Framework Agreement will include, but will not be limited to:

- provision and installation of electronic clock-in / clock-out hardware, including RFID/NFC and facial-recognition capability
- provision of a secure, cloud-hosted time and attendance software platform hosted within the European Union
- configuration and implementation of the system to meet the operational requirements of the Retained Fire Service
- integration with payroll systems, including CSV-based payroll outputs
- integration with relevant alerting and mobilisation systems, including GD92, where required
- user, administrator and management access to the system
- reporting, audit trail and management information functionality
- implementation, testing, commissioning and rollout support
- training for local authority administrators, fire service management and other relevant users
- ongoing technical support, maintenance, software updates and system upgrades
- provision, replacement and maintenance of associated hardware
- data migration, system configuration and onboarding services, where required
- compliance with applicable data protection, cybersecurity and information security requirements and
- any ancillary professional or technical services necessary to support the effective operation of the system.
- The solution may also include optional functionality such as a mobile app, rostering and leave management.

The Initial Contract, which will be awarded following completion of Stage 2, will relate to the provision, implementation and support of an Electronic Time and Attendance System for Tipperary County Council's Retained Fire Service.

Following establishment of the Framework Agreement, participating local authorities may subsequently award further contracts under the Framework Agreement over its term.

Additional information will be provided at stage two of the process.

##### 4.1 Numbers Admitted to the Framework Agreement

The Framework Agreement will be established with the highest-ranked compliant Tenderer following completion of Stage 2 and application of the published award criteria. The successful Tenderer will become the sole Framework Member and will be eligible for the award of contracts falling within the scope of the Framework Agreement.

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## **4.2 Duration of the Framework Agreement**

The framework agreement will be for four (4) years subject to satisfactory performance, business needs and budgetary constraints.

For the avoidance of doubt, the contracting authority confirms that the period of any contracts awarded under the Framework Agreement may extend beyond the date of expiry of the agreement.

## **4.3 Estimated Value of the Framework Agreement**

The estimated maximum aggregate value of all contracts awarded under the Framework Agreement is €1,000,000 excluding VAT over the four-year term. There is no guaranteed level of expenditure under the Framework Agreement.

## **4.4 Awarding Contracts under the Framework Agreement**

In the case of a single party framework agreement, contracts may be awarded directly on foot of the original tenders or by consultation with the framework member and invitation to provide a supplementary tender within the constraints laid down in the tender documentation and the framework agreement terms and conditions.

## **4.5 Use of the Framework Agreement**

Participating local authorities may use the Framework Agreement as and when requirements within its scope arise. There is no obligation on any participating local authority to make a drawdown under the Framework Agreement. Notwithstanding this fact, the framework agreement may be terminated in accordance with the framework agreement terms and conditions, a draft version which will be appended to the tender document at stage 2 of the process.

## **4.6 Award to Runner Up**

If for any reason, it is not possible to establish the framework agreement or award the initial contract to the designated successful tenderer emerging from this competitive process; The Contracting Authority reserves the right to establish the framework with the next highest scoring tenderer on the basis of the terms advertised at any time during the tender validity period. This shall be without prejudice to the right of the Contracting Authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

## **4.7 Data Protection Legislation**

“Data Protection Laws” means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the “General Data Protection Regulation”), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to the Request for Tender.

The Successful Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, will be required to confirm by way of statement that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

Applicants should note that the proposed solution may involve the processing of biometric and other personal data. Detailed data protection, information security and cybersecurity requirements, including requirements arising from the Data Protection Impact Assessment (DPIA), will be set out at Stage 2. The successful Framework Member will be required to cooperate with Tipperary County Council and participating local authorities in meeting their respective data protection obligations.

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## 5. Instructions to Applicants

### 5.1 Queries

All queries regarding this Application should be submitted using the message tool on the eTenders platform. The closing date for receipt of queries is as set out on eTenders.

Queries should be in question format and submitted using the messaging tool **only**. Responses to queries will be issued via eTenders to all parties who have expressed an interest in the contract on that site, in order to ensure that no party has an unfair advantage over any other. Applicants should note that the Contracting Authority will not respond to individual applications privately.

Applicants should ensure that they register their interest in this Competition, by clicking on the “Accept” button on [www.etenders.gov.ie](http://www.etenders.gov.ie), in order to receive all responses to queries and other updates in relation to this Competition.

For the purpose of circulating responses, queries will be edited to avoid disclosing the identity of the querist, and any sensitive information included in the query should be clearly indicated.

### 5.2 Completing the Qualification Questionnaire

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

- a) All questions must be completed in full and without reference to other documents or other parts of the Qualification Questionnaire.
- b) 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 the competitive tendering stage. Only at that subsequent tendering stage will the selected Applicants be invited to tender for the specific requirements of the contract in the light of the published award criteria and the Invitation to Tender document.
- c) 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.
- d) Applicants are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.
- e) 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.
- f) 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.
- g) 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.
- h) 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 framework.

- i) 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.
- j) 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.
- k) 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.

### 5.3 Submission of Applications

The Contracting Authority is using the Tender Postbox facility on eTenders for submission of Applications and all applications must be submitted electronically via the etenders postbox facility on [www.etenders.gov.ie](http://www.etenders.gov.ie) only.

All documentation should be submitted as a Single Uploaded File, where possible, which is clearly labelled, paged numbered and indexed.

Applicants must ensure that they give themselves sufficient time to upload and submit all required documentation before the closing date/time. Applicants should take into account the fact that upload speeds vary. There is a maximum of 2.14 GB for individual files sent to the electronic postbox, please note that you must click "Submit Response". After submitting you can still modify and re-send your response up until the response deadline. Applicants should be aware that the "Submit Response" button will be disabled automatically on the expiration of the response deadline.

It is the responsibility of the Applicant to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as stated on etenders.

**Applications that are received via other means WILL NOT be considered in this procurement competition.**

### 5.4 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 after the closing date for receipt of Applications by nominated persons as the Contracting Authority, at its absolute discretion, considers appropriate. Applicants will not be present at the opening of applications.

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### 5.5 Clarification of Applications

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

Applicants should pay particular attention to ensure that their applications contain all the required information.

### 5.6 Role of the European Single Procurement Document (ESPD)

Applicants are required to submit a completed ESPD as part of their Stage 1 Application. Where the Applicant is a consortium/grouping, or relies on the capacity of another entity, a separate ESPD must also be submitted by each relevant member/entity. The ESPD will be accepted as preliminary evidence in respect of the applicable exclusion grounds and selection criteria. The qualitative criteria B1–B3 must be responded to separately in this Qualification Questionnaire.

### 5.7 Identification of Tender List

All applications will be evaluated in line with the criteria and rules outlined in Appendix 1. Responses will be scored and ranked, and the top five (5) qualifying Applicants will be invited to tender, subject to that number meeting the minimum requirements. In the event that the overall result calculated in accordance with the foregoing results in a tie between Applicants at the lowest score for admittance to the tender list, the Contracting Authority will invite all those tied Applicants, notwithstanding this could be in excess of five.

### 5.8 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 framework 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 framework will be deemed to have been paid or given corruptly unless the contrary is proved.

### 5.9 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).

## APPENDIX 1: QUALIFICATION QUESTIONNAIRE

| 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                                          | <b>Note:</b> Applicants are required to complete a Self-Declaration Form (A5). Applicants should note that if invited to tender, they will be required to provide the evidence self-declared prior to receipt of Request for Tender. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |
| A3  | Turnover                                                |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |
| A4  | Insurance                                               |                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |
| A6  | Declaration of Bona Fides                               | Applicants must complete, sign and date the required declaration. Failure to complete the declaration may result in exclusion from the Competition.                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |
| REF | WEIGHTED CRITERIA                                       | MAX POINTS                                                                                                                                                                                                                           | ASSESSMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | MIN POINTS REQUIRED |
| B1  | Educational & professional Qualifications of Management | 1,500                                                                                                                                                                                                                                | <p>Applicants must demonstrate that the proposed management team has the qualifications, experience and capability required to successfully manage the implementation and ongoing delivery of the Framework Agreement.</p> <p>Applicants should provide:</p> <ul style="list-style-type: none"> <li>an organisational chart showing the proposed management structure and reporting lines.</li> <li>details of the key management personnel proposed, including as a minimum the Contract/Project Manager, Technical/Implementation Lead and Support/Service Delivery Lead.</li> <li>a CV for each proposed key management personnel, outlining relevant educational/professional qualifications and experience and</li> <li>evidence of experience in managing the implementation and ongoing support of electronic time and attendance, workforce management or comparable ICT systems across multiple locations and/or organisations.</li> </ul> <p>Particular consideration will be given to experience of large-scale implementations, stakeholder management, system integration and ongoing contract/service management.</p> | 900                 |

|    |                              |       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |       |
|----|------------------------------|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| B2 | Previous Experience          | 8,000 | <p>Applicants must demonstrate satisfactory completion of three relevant projects within the last five years involving the provision, implementation and support of electronic time and attendance, workforce management or comparable ICT systems.</p> <p>The examples should collectively demonstrate experience relevant to the proposed Framework Agreement, including:</p> <ul style="list-style-type: none"> <li>• implementation across multiple sites and/or a geographically dispersed organisation.</li> <li>• supply and deployment of associated hardware and cloud-hosted software.</li> <li>• use of electronic clocking technologies such as RFID/NFC, biometric or comparable technologies.</li> <li>• integration with payroll, HR, rostering, mobilisation or other third-party systems.</li> <li>• system configuration, testing, commissioning and user training.</li> <li>• ongoing technical support, maintenance and service management and</li> <li>• management of data protection, cybersecurity and information security requirements.</li> </ul> <p>For each project, Applicants should provide the client's name, contract value, dates, scope of services, number of sites/users, technologies deployed, integrations undertaken and a client referee.</p> | 4,800 |
| B3 | Environmental Considerations | 500   | <p>Applicants must demonstrate their approach to environmental management in the delivery of ICT hardware and associated services.</p> <p>Applicants should provide a copy of their Environmental Management Policy or equivalent and details of practical environmental measures relevant to this Framework Agreement, including, where applicable:</p> <ul style="list-style-type: none"> <li>• energy-efficient hardware and hosting arrangements</li> <li>• minimisation of packaging and use of recyclable/recycled materials</li> <li>• responsible management, reuse and disposal of electronic equipment in accordance with WEEE requirements</li> <li>• measures to extend hardware life and reduce unnecessary replacement</li> <li>• reduction of travel and emissions through remote installation/support where appropriate and</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   | 300   |

|              |  |               |                                                                                                                                |            |
|--------------|--|---------------|--------------------------------------------------------------------------------------------------------------------------------|------------|
|              |  |               | <ul style="list-style-type: none"> <li>environmental monitoring, targets or recognised environmental accreditation.</li> </ul> |            |
| <b>TOTAL</b> |  | <b>10,000</b> | <b>N/A</b>                                                                                                                     | <b>N/A</b> |

**NOTE:** Applicants should note that they must achieve a minimum rating of 60% for each of the individual qualitative criteria (B1) to (B3) in order to avoid elimination from the competition.

Qualitative criteria will be scored using the following baseline scoring system:

| Score                                                                                     | Category    | Description                                                                                                                             |
|-------------------------------------------------------------------------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| 90 – 100%                                                                                 | Exceptional | An exceptional response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations. |
| 80 – <90%                                                                                 | Excellent   | An excellent response demonstrating excellent understanding offering assurance to client – fully supported.                             |
| 70 – <80%                                                                                 | Very good   | A very good response demonstrating very good understanding offering assurance to client – strongly supported.                           |
| 65 – <70%                                                                                 | Good        | A good response demonstrating good understanding offering assurance to client – well supported.                                         |
| 60 – <65%                                                                                 | Acceptable  | An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.                   |
| <b>Less than 60% is unacceptable and considered ineligible from further consideration</b> |             |                                                                                                                                         |

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

## SECTION A – PASS/FAIL CRITERIA

| A1. APPLICANT SUMMARY                                                                                                                                                                                                                                                                                         |     | Weighting: Pass/Fail only |    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------------------------|----|
| Pass requirement: Applicants must complete this section.                                                                                                                                                                                                                                                      |     |                           |    |
| Organisation Name                                                                                                                                                                                                                                                                                             |     |                           |    |
| Contact Name                                                                                                                                                                                                                                                                                                  |     |                           |    |
| Position                                                                                                                                                                                                                                                                                                      |     |                           |    |
| Address                                                                                                                                                                                                                                                                                                       |     |                           |    |
| Telephone Office                                                                                                                                                                                                                                                                                              |     |                           |    |
| Telephone Mobile                                                                                                                                                                                                                                                                                              |     |                           |    |
| Email                                                                                                                                                                                                                                                                                                         |     |                           |    |
| Date of establishment, if applicable                                                                                                                                                                                                                                                                          |     |                           |    |
| Legal Status, if any<br>(Company (Ltd.), Partnership, Sole Trader, etc.)                                                                                                                                                                                                                                      |     |                           |    |
| Please confirm if you are an SME (Small and Medium Enterprise) as defined in Commission Recommendation 2003/361/EC                                                                                                                                                                                            | Yes |                           | No |
| <b>Definition as per 2003/361/EC</b><br><br>The category 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 EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million. |     |                           |    |
| <b>SUB-CONTRACTORS</b><br><br>If the applicant wishes to rely on the standing of other parties including sub-contractors' full details must be provided.                                                                                                                                                      |     |                           |    |
| Is the applicant a group of economic operators?<br><br><b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>                                                                                                                                                                                 |     |                           |    |
| If Yes, please provide the following information:                                                                                                                                                                                                                                                             |     |                           |    |

|                                                                                                 |      |                                                                                 |                                                                                                                                     |
|-------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| Please enclose an organisational chart with the proposed hierarchical structure of the grouping |      | Confirm if attached<br>Yes <input type="checkbox"/> No <input type="checkbox"/> |                                                                                                                                     |
| Please describe the commercial and legal relationship amongst its members                       |      |                                                                                 |                                                                                                                                     |
| If your answer is "Yes", please provide the following information:                              | Name | Service to be delivered                                                         | Confirm Separate Questionnaire completed with the relevant sections, where the applicant is relying on the resources of this party? |
| Member #1                                                                                       |      |                                                                                 |                                                                                                                                     |
| Member #2                                                                                       |      |                                                                                 |                                                                                                                                     |
| Member #3                                                                                       |      |                                                                                 |                                                                                                                                     |

## A2. TAX CLEARANCE DECLARED BY SELF-DECLARATION (Where applicable)

**Weighting:** Pass/Fail only

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

## A3. TURNOVER

**Weighting:** Pass/Fail only

**Pass requirement:** Confirmation that the applicant party turnover of at least €500,000 in one of the previous three years or pro-rata if more recently established firms are tendering – however the firm must have been in existence for at least 12 months.

**In addition** Evidence will be required prior to confirmation on a tender list (acceptance into Stage 2 of this tender process).

**Note:** In the case of an Applicant being a grouping, this condition may be satisfied by the group members as a whole, or by reliance on the lead Applicant. Where group members are relying on the lead Applicant's financial capacity, self-declaration / evidence will only be required of the lead.

## A4. INSURANCES DECLARED BY SELF-DECLARATION

**Weighting:** Pass/Fail only

**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 |
|------------------------------------------------------------------------------------------------------|----------------|
| Employer's Liability                                                                                 | €13 million    |
| Public Liability                                                                                     | €6.5 million   |
| Product Liability – which may be provided as part of a combined Public and Product Liability policy. | €6.5 million   |
| Professional Indemnity Insurance                                                                     | €2.5 million   |
| Cyber Liability Insurance                                                                            | €2 million     |

#### A5. SELF DECLARATION OF FINANCIAL INFORMATION

| Tax Clearance                                                                                                                                                                                                                                                                                   |        | Please confirm Yes/No |        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------|--------|--|
| I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at <a href="http://www.revenue.ie/en/online/tax-clearance.html">http://www.revenue.ie/en/online/tax-clearance.html</a> To this end, please confirm: |        | Yes                   |        |  |
|                                                                                                                                                                                                                                                                                                 |        | No                    |        |  |
| Tenderer Name:                                                                                                                                                                                                                                                                                  |        |                       |        |  |
| Tenderer PPSN/ Tax Reference Number                                                                                                                                                                                                                                                             |        |                       |        |  |
| Access Number                                                                                                                                                                                                                                                                                   |        |                       |        |  |
| OR, I confirm that I hold a current valid paper Tax Clearance Certificate (generally relates to Non-Residents)                                                                                                                                                                                  |        |                       |        |  |
| Registration Number                                                                                                                                                                                                                                                                             |        | Certificate Number    |        |  |
| OR,<br>I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request                                                                                                                                                            |        | Yes                   |        |  |
|                                                                                                                                                                                                                                                                                                 |        | No                    |        |  |
| TURNOVER                                                                                                                                                                                                                                                                                        |        |                       |        |  |
| I confirm that our turnover exceeded €500,000 in one of the previous three years                                                                                                                                                                                                                |        |                       |        |  |
| Financial Year                                                                                                                                                                                                                                                                                  | Year 1 | Year 2                | Year 3 |  |
| Turnover                                                                                                                                                                                                                                                                                        | €      | €                     | €      |  |
| I confirm that I will provide the following promptly on request at any time prior to the tender list being finalised:                                                                                                                                                                           |        |                       | Yes    |  |
|                                                                                                                                                                                                                                                                                                 |        |                       | No     |  |

|                                                                                                                                                                                                                                                                                                                        |                       |                              |                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------|--------------------|
| <ul style="list-style-type: none"> <li>evidence of turnover for the past three financial years</li> </ul>                                                                                                                                                                                                              |                       |                              |                    |
| I confirm that I will supply evidence 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.                                                                                |                       | Yes                          |                    |
|                                                                                                                                                                                                                                                                                                                        |                       | No                           |                    |
| <b>INSURANCES</b>                                                                                                                                                                                                                                                                                                      |                       |                              |                    |
| I confirm that we have the following insurances in place:                                                                                                                                                                                                                                                              |                       |                              |                    |
| <b>Insurance Type</b>                                                                                                                                                                                                                                                                                                  | <b>Level in Place</b> | <b>Details of Any Excess</b> | <b>Expiry Date</b> |
| Employers Liability                                                                                                                                                                                                                                                                                                    | €                     |                              |                    |
| Public Liability                                                                                                                                                                                                                                                                                                       | €                     |                              |                    |
| Product Liability                                                                                                                                                                                                                                                                                                      | €                     |                              |                    |
| Professional Indemnity Insurance                                                                                                                                                                                                                                                                                       | €                     |                              |                    |
| Cyber Liability Insurance                                                                                                                                                                                                                                                                                              | €                     |                              |                    |
| AND                                                                                                                                                                                                                                                                                                                    |                       |                              |                    |
| I confirm that if successful, where the levels required under the contract 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                 |
| AND                                                                                                                                                                                                                                                                                                                    |                       |                              |                    |
| I confirm that I will provide the following promptly on request at any time prior to the award decision being made: <ul style="list-style-type: none"> <li>evidence of insurances in place or</li> <li>letter from Insurance Broker confirming that the required levels could be put in place if successful</li> </ul> |                       | Yes                          | No                 |
| Please note that the Contracting Authority will seek to verify self-declarations regarding financial capacity prior to next stage of the competition.                                                                                                                                                                  |                       |                              |                    |
| <b>Signed:</b>                                                                                                                                                                                                                                                                                                         |                       |                              |                    |
| <b>Position:</b>                                                                                                                                                                                                                                                                                                       |                       |                              |                    |
| <b>Dated:</b>                                                                                                                                                                                                                                                                                                          |                       |                              |                    |

**A6 DECLARATION OF BONA FIDES**

**In relation to an award procedure under Public Sector Directive 2014/24/EU (Article 57).**

**Weighting: Pass/Fail only**

**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 |    |
| 1.1.a                                                                                                                                                                                                                                                                                                                                                                | participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;                                                                                                                                                                                                                                                          |                                                                |    |
| 1.1.b                                                                                                                                                                                                                                                                                                                                                                | 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; |                                                                |    |
| 1.1.c                                                                                                                                                                                                                                                                                                                                                                | fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;                                                                                                                                                                                                                                            |                                                                |    |
| 1.1.d                                                                                                                                                                                                                                                                                                                                                                | 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;                                                                                                                                                                                                |                                                                |    |
| 1.1.e                                                                                                                                                                                                                                                                                                                                                                | the subject of a conviction for money laundering or terrorist financing;                                                                                                                                                                                                                                                                                               |                                                                |    |
| 1.1.f                                                                                                                                                                                                                                                                                                                                                                | the subject of a conviction of child labour and other forms of trafficking in human beings;                                                                                                                                                                                                                                                                            |                                                                |    |
| Non-payment of taxes or social security obligations                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                        |                                                                |    |
| 1.2 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? |                                                                                                                                                                                                                                                                                                                                                                        |                                                                |    |
| <b>Note:</b> If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                        |                                                                |    |

| Where an Economic Operator answers “Yes” to any of the circumstances below, full details must be provided. The Contracting Authority will consider the information provided and determine whether exclusion is appropriate in accordance with Regulation 57 of SI 284/2016. |                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                |    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----|
| 2.1 Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation.                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                       | YES                                                            | NO |
| The Economic Operator:                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                       | Please indicate your answer by marking ‘X’ in the relevant box |    |
| 2.1.a                                                                                                                                                                                                                                                                       | 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; |                                                                |    |
| 2.1.b                                                                                                                                                                                                                                                                       | 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;                                                                    |                                                                |    |
| 2.1.c                                                                                                                                                                                                                                                                       | is guilty of grave professional misconduct which renders its integrity questionable;                                                                                                                                                                                                                                                                                                                  |                                                                |    |
| 2.1.d                                                                                                                                                                                                                                                                       | has entered into agreements with other economic operators aimed at distorting competition;                                                                                                                                                                                                                                                                                                            |                                                                |    |
| 2.1.e                                                                                                                                                                                                                                                                       | 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;                                                                                                                                                                                                                                                     |                                                                |    |
| 2.1.f                                                                                                                                                                                                                                                                       | 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;                                                                                                                                                 |                                                                |    |
| 2.1.g                                                                                                                                                                                                                                                                       | 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.                                                                                             |                                                                |    |
| 2.1.h                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>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</li> </ul>                                                                                                                                                           |                                                                |    |
|                                                                                                                                                                                                                                                                             | <ul style="list-style-type: none"> <li>has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or</li> </ul>                                                                                                                                                                                                                   |                                                                |    |
| 2.1.i                                                                                                                                                                                                                                                                       | has undertaken to: <ul style="list-style-type: none"> <li>unduly influence the decision-making process of the contracting entity, or</li> </ul>                                                                                                                                                                                                                                                       |                                                                |    |

|  |                                                                                                                                                                                                                                                                                                                         |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <ul style="list-style-type: none"> <li>• obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or</li> <li>• negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.</li> </ul> |  |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

| 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 as amended                                                                               |     |    |
| (ii)                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Equal Status Acts 2000-2011 as amended                                                                                      |     |    |
| (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, Data Protection Act 2018                                                       |     |    |
| (viii)                                                                                                                                                                                                                                                                                                                                                                                                                                                               | We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. |     |    |
| <b>This Declaration is made for the benefit of the Contracting Authority</b><br><br>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 may result in exclusion from this Competition and/or other action being taken by the Contracting Authority in accordance with applicable law and I am signing on behalf of: |                                                                                                                             |     |    |
| <b>Name of Economic Operator</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |     |    |
| <b>Authorised Signatory</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                             |     |    |
| <b>Name in print or block capitals</b>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |     |    |
| <b>Rank / Position</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                             |     |    |

**SECTION B – WEIGHTED CRITERIA****B1 EDUCATIONAL & PROFESSIONAL QUALIFICATIONS OF MANAGEMENT**

**Weighting: 15% (Maximum 1,500 marks & Minimum 900 marks)**

Applicants must demonstrate that the proposed management team has the qualifications, experience and capability required to successfully manage the implementation and ongoing delivery of the Framework Agreement.

Applicants should provide:

- an organisational chart showing the proposed management structure and reporting lines.
- details of the key management personnel proposed, including as a minimum the Contract/Project Manager, Technical/Implementation Lead and Support/Service Delivery Lead.
- a CV for each proposed key management personnel, outlining relevant educational/professional qualifications and experience and
- evidence of experience in managing the implementation and ongoing support of electronic time and attendance, workforce management or comparable ICT systems across multiple locations and/or organisations.

Particular consideration will be given to experience of large-scale implementations, stakeholder management, system integration and ongoing contract/service management.

A page limit of 4 A4 pages applies, excluding CVs – any additional pages will not be read or considered. CVs should be limited to a maximum of 3 A4 pages per person.

Please provide your response here.

**B2 PREVIOUS EXPERIENCE****Weighting: 80% (Maximum 8,000 marks & Minimum 4,800 marks)**

Applicants must demonstrate satisfactory completion of three relevant projects within the last five years involving the provision, implementation and support of electronic time and attendance, workforce management or comparable ICT systems.

The examples should collectively demonstrate experience relevant to the proposed Framework Agreement, including:

- implementation across multiple sites and/or a geographically dispersed organisation.
- supply and deployment of associated hardware and cloud-hosted software.
- use of electronic clocking technologies such as RFID/NFC, biometric or comparable technologies.
- integration with payroll, HR, rostering, mobilisation or other third-party systems.
- system configuration, testing, commissioning and user training.
- ongoing technical support, maintenance and service management and
- management of data protection, cybersecurity and information security requirements.

For each project, Applicants should provide the client's name, contract value, dates, scope of services, number of sites/users, technologies deployed, integrations undertaken and a client referee.

A page limit of 9 A4 pages applies – any additional pages will not be read or considered.

Please provide your response here.

**B3 ENVIRONMENTAL CONSIDERATIONS****Weighting: 5% (Maximum 500 marks & Minimum 300 marks)**

Applicants must demonstrate their approach to environmental management in the delivery of ICT hardware and associated services.

Applicants should provide a copy of their Environmental Management Policy or equivalent and details of practical environmental measures relevant to this Framework Agreement, including, where applicable:

- energy-efficient hardware and hosting arrangements
- minimisation of packaging and use of recyclable/recycled materials
- responsible management, reuse and disposal of electronic equipment in accordance with WEEE requirements
- measures to extend hardware life and reduce unnecessary replacement
- reduction of travel and emissions through remote installation/support where appropriate and
- environmental monitoring, targets or recognised environmental accreditation.

A page limit of 2 A4 pages applies, excluding the Environmental Management Policy – any additional pages will not be read or considered.

Please provide your response here.