Assisted Human Reproduction Regulatory Authority (AHRRA)

Multi-party Framework Agreements for the provision of Legal Services

QUALIFICATION QUESTIONNAIRE

Title/Procedure	2 x Multi-party Framework Agreements for Legal Services. The Framework Agreements will be established under the light-touch regime applicable to Title III services pursuant to Part 3, Chapter 1 of the European Union (Award of Public Authority Contracts) Regulations 2016. Accordingly, the procurement process, the framework agreements and contracts awarded under them will be governed by the provisions of the Regulations applicable to such services. The Contracting Authority intends to establish the frameworks in the following Lots: • Lot 1: Regulatory Legal Support • Lot 2: Corporate Operations Legal Support Candidates may apply to qualify for one or both Lots.
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Submissions and Queries via:	eTenders only. Please upload your response as a **ZIP FILE** to protect the integrity of the file names

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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.

Candidates 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 the Contracting Authority (in writing or otherwise) to any interested party or its advisers. No responsibility or liability for any loss or damage arising as a result of reliance on these documents, or for the information contained in these documents or for any omission is or will be accepted by the Contracting Authority or by any of its officers, employees, agents or professional advisers. No officer, employee, agent, or professional adviser of the company has any authority to give or make any representation or warranty, express or implied, in relation to such information. The Contracting Authority's officers, employees, agents, and professional advisers expressly disclaim any and all liability arising out of such documentation or information and any errors or omissions in or from the documents and information.

The Contracting Authority reserves the right to discontinue the procurement process at any time.

1 About the Contracting Authority

The Assisted Human Reproduction Regulatory Authority (AHRRA)(hereinafter referred to as the "Contracting Authority") is the authority responsible for this procurement.

The Assisted Human Reproduction Regulatory Authority (AHRRA) is a new, independent Irish statutory authority established under the Health (Assisted Human Reproduction) Act 2024. The principal function of the AHRRA is to protect, promote and, in so far as is practicable, ensure the health and well-being of children born as a result of AHR, persons undergoing AHR treatment, and intending parents. The AHRRA will regulate AHR and surrogacy by licensing treatment providers, publishing codes of practice, approving surrogacy agreements that comply with the Act, maintaining databases and registers to be established under the Act, as well as other functions as required.

Further information is available at our corporate website www.ahrra.ie

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.

2 Scope of Requirements under the Framework Agreements

The Contracting Authority proposes to engage in a competitive process for the establishment of multi-party framework agreements for the provision of legal services to AHRRA.

The establishment of the Framework(s) is intended to provide the Contracting Authority with access to a strong and diverse legal services provider base capable of supporting the effective discharge of its functions as a new regulatory body and the effective governance, administration and operation of the organisation. Framework Members may be called upon to advise on significant, complex and developing areas of law and regulatory practice, as well as legal issues arising from the Contracting Authority's corporate, governance and operational requirements, and to support the Contracting Authority as its regulatory functions, jurisprudence, organisational requirements and operating environment develop.

The Contracting Authority intends that the Framework Agreements will support the development of constructive and collaborative professional relationships with the appointed Framework Members. It values high-quality, practical and responsive legal support and the contribution that Framework Members can make through their expertise, experience and professional insight in addressing the legal, regulatory, corporate and operational issues that arise as the organisation and its functions develop.

The final structure and operating arrangements for the Framework Agreements, which will be further developed and set out at tender stage, will be designed to support an effective and collaborative service delivery model, while maintaining appropriate capacity, resilience, quality and value for money throughout the duration of the Framework Agreements.

The Contracting Authority currently intends to establish the following Lots:

- **Lot 1: Regulatory Legal Support**
- **Lot 2: Corporate Operations Legal Support**

Candidates may apply to qualify for one or both Lots.

2.1 All Lots

The Services provided under all Lots shall be delivered to a consistently high professional standard and in a manner which is practical, proportionate, timely and cost-effective, having regard to the nature, complexity, sensitivity and value of the particular requirement.

In delivering the Services, Framework Members shall:

- perform the Services with appropriate skill, care and diligence and in accordance with applicable professional standards and good practice;
- act in accordance with all applicable professional codes of conduct, ethical obligations and professional regulatory requirements governing the provision of legal services;
- provide advice, which is clear, practical and capable of implementation, having regard to the Contracting Authority's statutory functions, responsibilities and operating environment;

- ensure that the level and seniority of resources deployed are appropriate and proportionate to the nature and complexity of the work, where applicable, with due regard to cost-effective delivery;
- manage assignments and associated costs efficiently and ensure that the approach adopted remains proportionate to the nature, complexity, risk and value of the matter;
- comply with applicable laws and with relevant policies, procedures, governance arrangements and decision-making protocols of the Contracting Authority where relevant to the Services;
- maintain appropriate standards of confidentiality, independence, professional judgement and integrity;
- comply with reasonable instructions and directions of the Contracting Authority relating to the provision of the Services;
- work collaboratively and professionally with the Contracting Authority's internal personnel and with other professional advisers or relevant parties where required;
- identify and promptly communicate material legal, regulatory, procedural, delivery or cost risks arising in connection with an assignment; and
- adapt the approach to service delivery, where reasonably required, to reflect relevant changes to the Contracting Authority's statutory functions, governance arrangements, policies, procedures or operational requirements during the term of the Framework.

Where there is a choice between alternative approaches to an assignment, the Framework Member shall have regard to the need to achieve the Contracting Authority's required outcome in an effective, proportionate and cost-effective manner, including by avoiding unnecessary work, duplication and cost. The Framework Member shall also bring to the Contracting Authority's attention any reasonably available alternative options, together with their respective implications, advantages and disadvantages, and shall obtain the Contracting Authority's direction before proceeding with the selected approach where the choice may materially affect scope, cost, programme or deliverables.

2.2 Lot 1: Regulatory Legal Support

The Services under Lot 1 will comprise legal advice, representation and support arising from or connected with the exercise by the Contracting Authority of its external statutory, regulatory, investigative, enforcement, adjudicative and decision-making functions.
The areas of legal support identified below reflect the Contracting Authority's current and anticipated requirements. Given the evolving nature of the legislative, regulatory and legal environment in which the Contracting Authority operates, the areas identified are not intended to be exhaustive. The Services may extend to new, emerging or developing areas of law, regulation, procedure or practice arising during the term of the Framework Agreement, where such matters fall within, or are reasonably related or connected to, the overall scope of the Services and the areas of legal support identified below.

Requirements may include, but are not limited to:

1. Complaints, Investigations and Inquiries

- complaints and regulatory investigations;
- inquiries and fact-finding processes;

- evidential and procedural matters;
- fair procedures, natural justice and due process in a regulatory context;
- investigation reports, findings and recommendations; and
- related or connected legal, procedural and regulatory matters arising in the context of complaints, investigations and inquiries.

2. Judicial Review, Litigation and Statutory Appeals

- judicial review of regulatory decisions and actions;
- statutory appeals and other proceedings arising from the exercise of the Contracting Authority's regulatory functions;
- pre-litigation and litigation advice and strategy;
- preparation and management of proceedings;
- instruction and management of Counsel where required; and
- related or connected contentious, pre-contentious and dispute-related matters arising from the exercise of the Contracting Authority's regulatory functions.

3. Oral Hearings, Professional Conduct and Adjudication Procedures

- oral hearings and adjudicative processes;
- professional conduct proceedings;
- evidential and procedural matters;
- findings, decisions and sanctions;
- advice and representation relating to such proceedings; and
- related or connected legal and procedural matters concerning hearings, adjudication, professional conduct and regulatory decision-making processes.

4. Statutory Interpretation, Legislative Drafting and Regulatory Instruments

- interpretation and application of legislation governing or affecting the Contracting Authority's regulatory functions;
- advice concerning statutory powers, functions, duties and regulatory jurisdiction;
- legislative drafting and review;
- preparation and review of statutory instruments, rules, codes of practice, standards, guidance and other regulatory instruments; and
- related or connected matters concerning the development, interpretation, implementation and application of legislation and regulatory instruments.

5. Enforcement, Sanctions, Prosecution and Compliance Monitoring

- exercise of regulatory enforcement powers;
- regulatory sanctions and enforcement measures;
- prosecutions and related proceedings;

- compliance monitoring and regulatory intervention;
- proportionality and escalation in the exercise of regulatory powers; and
- related or connected legal matters concerning compliance, enforcement, sanctions, prosecution and the exercise of regulatory powers.

6. Healthcare, Medical and Professional Competence Law

- healthcare and medical law matters relevant to the Contracting Authority's regulatory remit;
- professional competence, professional conduct and related regulatory matters;
- professional standards and regulatory oversight; and
- related or connected developments in healthcare, medical, professional regulation and professional competence law relevant to the Contracting Authority's functions.

7. Child Protection and Welfare Law

- child protection, safeguarding and welfare matters arising in connection with the Contracting Authority's regulatory functions; and
- related or connected legal and regulatory developments concerning safeguarding, protection and welfare relevant to the Contracting Authority's functions.

8. Related Regulatory Law Matters

- constitutional and EU law issues arising in connection with the Contracting Authority's regulatory functions;
- procedural fairness and natural justice in regulatory processes;
- statutory and regulatory powers, duties, jurisdiction and decision-making;
- developments in regulatory and public law affecting the exercise of the Contracting Authority's functions; and
- other emerging, related or connected areas of law falling within the overall nature and scope of Lot 1.

2.3 Lot 2: Corporate Operations Legal Support

The Services under Lot 2 will comprise legal advice, representation and support arising from or connected with the governance, administration, management and operation of the Contracting Authority as a public body, as distinct from the exercise of its external regulatory functions covered principally under Lot 1.
The areas of legal support identified below reflect the Contracting Authority's current and anticipated requirements. Given the evolving nature of the legislative, regulatory, technological and legal environment in which the Contracting Authority operates, the areas identified are not intended to be exhaustive. The Services may extend to new, emerging or developing areas of law, regulation, procedure or practice arising during the term of the Framework Agreement, where such matters fall within, or are reasonably related or connected to, the overall scope of the Services and the areas of legal support identified below.

Requirements may include, but are not limited to:

1. Public and Administrative Law: Internal Governance and Administration

- advice concerning the Contracting Authority's powers, functions, duties and obligations in the administration and governance of the organisation;
- legal advice concerning Board and organisational decision-making;
- advice on bias, conflicts of interest, ultra vires considerations, fair procedures and public sector duties;
- advice concerning the lawful exercise of administrative and corporate decision-making functions; and
- related, connected and emerging public and administrative law matters concerning the internal governance and administration of the Contracting Authority.

2. Corporate Governance and Company Secretarial Support

- advice concerning corporate and organisational governance;
- Board governance and associated governance structures;
- company secretarial and governance support where required;
- advice concerning compliance with the Code of Practice for the Governance of State Bodies and other applicable public sector governance requirements;
- governance policies, procedures, delegations, terms of reference and decision-making arrangements; and
- related, connected and emerging corporate and public sector governance matters.

3. General Statutory and Public Sector Compliance

- advice concerning statutory and regulatory obligations applicable to the Contracting Authority in its capacity as a public body and employer;
- interpretation and application of legislation affecting the administration and operation of the Contracting Authority;
- advice concerning legal and regulatory compliance requirements attaching to the Contracting Authority's corporate and operational activities; and
- related, connected and emerging statutory compliance requirements.

4. Public Procurement, Capital Projects and Tendering

- public procurement law and procurement governance;
- tendering and competitive procurement processes;
- procurement documentation and contractual arrangements;
- procurement challenges, disputes and related legal issues;
- framework agreements, dynamic purchasing arrangements and other procurement mechanisms;
- capital projects, construction-related procurement and associated contractual matters; and

- related, connected and emerging procurement and public contracting matters.

5. Data Protection, Cybersecurity and Information Law

- data protection and GDPR;
- information governance and privacy;
- cybersecurity law and legal issues arising from information security and cyber incidents;
- Freedom of Information;
- Access to Information on the Environment;
- data sharing, data processing and information management arrangements;
- emerging technologies and associated information-law issues, including artificial intelligence where relevant; and
- related, connected and emerging data protection, cybersecurity, privacy and information law matters.

6. Human Resources, Employment, Pensions and Industrial Relations

- employment law and HR matters;
- contracts, terms and conditions of employment;
- workplace policies and procedures;
- employee relations and industrial relations;
- disciplinary, grievance and performance matters;
- employment equality and workplace matters;
- pensions and associated employment-related legal issues;
- Workplace Relations Commission, Labour Court and other employment-related proceedings and processes; and
- related, connected and emerging employment, HR, pensions and industrial relations matters.

7. Protected Disclosures and Independent Internal Investigations

- protected disclosures and associated statutory obligations;
- internal investigations and reviews;
- independent investigation services where required;
- procedural fairness, natural justice, confidentiality and conflicts of interest in internal processes;
- preparation and review of investigation terms of reference, reports, findings and recommendations; and
- related, connected and emerging legal matters concerning protected disclosures, internal investigations and organisational reviews.

8. Commercial Contracts, Technology and Intellectual Property

- drafting, review, negotiation and interpretation of commercial contracts and agreements;
- IT, technology, software, cloud and licensing arrangements;
- intellectual property rights, licensing and protection;
- technology transfer and associated contractual arrangements;
- outsourcing, service provision and other commercial arrangements;
- emerging technologies and associated contractual and intellectual property issues; and
- related, connected and emerging commercial, technology and intellectual property matters.

9. Commercial Property, Conveyancing and Landlord and Tenant

- acquisition, disposal, leasing and occupation of property;
- conveyancing;
- landlord and tenant matters;
- licences, leases and associated property arrangements;
- property aspects of capital and operational projects; and
- related, connected and emerging property and real estate legal matters.

10. Commercial Litigation, Dispute Resolution and Debt Recovery

- commercial and contractual disputes;
- pre-contentious advice and dispute management;
- commercial litigation;
- alternative dispute resolution;
- debt recovery and enforcement;
- settlement strategy and negotiations; and
- related, connected and emerging contentious matters arising from the Contracting Authority's corporate and operational activities.

3 The Framework Agreements

A framework agreement constitutes a means of establishing overall terms and conditions in accordance with which, for a specified duration, individual contracts may or not be awarded.

It is emphasised that a framework agreement constitutes no guarantee to procure a specific quantity of supplies or services from a particular Economic Operator. Duration of the Framework Agreements

The maximum duration of the framework agreement will be for seven [7] years subject to satisfactory annual review of performance or no other rights of termination being exercised. The extended duration of the framework beyond the standard four [4] years is based on the categorisation of the services as Title III services and the flexibility on duration available as a result.

For the avoidance of doubt, the Contracting Authority confirms that any contract awarded under the Framework Agreement may continue in force beyond the expiry of the Framework Agreement, in accordance with its terms. Subject to budget approval, contracts may be awarded in the last year of the Framework Agreement.

3.1 Estimated Value of the Framework Agreements

The estimated total value of the framework agreements for all lots is in the region of €3.5M to €7M (excl. VAT) over the lifetime of the agreements.

The following are estimated values for each of the Lots:

- Lot 1: Regulatory Legal Support - €2.5M to 4.5M
- Lot 2: Corporate Operations Legal Support €1M to 2.5M

These estimated values are linked to CPI indexation and may increase in line with this indexation pursuant to Article 72(3)[1]. However, it is emphasised, that these figures are provided strictly for the purpose of establishing a spend envelope for the Framework Agreements and associated service contracts as there is no guaranteed expenditure under the agreements or service contracts.

The estimated values should therefore not be viewed as a guarantee of expenditure, a commitment to purchase any particular volume of services or an indication of any available budget or spend target. Any spend under the agreements is subject to reasonable pricing proposals and budgetary approval protocols which apply to the Contracting Authority.

Given the nature of the Services and the status of the Contracting Authority as a newly established regulator, the future volume, nature and allocation of legal services requirements cannot be forecast with precision, including as between the Lots. Requirements may be significantly affected by matters that cannot be predicted in advance, including investigations, enforcement activity, litigation, judicial review proceedings, appeals, regulatory developments, organisational requirements and other matters arising during the term of the Framework Agreement(s). The Contracting Authority may ultimately spend more or less than the estimated individual framework values, however the overarching figure for this procurement is the maximum value, thus once financial cover is available in the maximum value, individual lot frameworks may exceed the estimated value outlined per lot.

[1] Directive - 2014/24 - EN - EUR-Lex

3.2 Applying for Lots/Lotting Structure

It is currently intended that the Framework Agreements for Lots 1 and 2 will each be established with at least three (3) Framework Members, subject to a sufficient number of suitably qualified and successful Tenderers.

A maximum of eight (8)[2] Candidates per Lot will be shortlisted from this qualification stage and invited to participate in the subsequent tender stage, subject to that number satisfying the applicable qualification requirements. Qualification, evaluation and shortlisting will be undertaken separately for each Lot.

Candidates may apply for either or both Lots 1 and 2 and are encouraged to apply for the Lot or Lots for which they consider their experience, expertise and resources appropriate to the delivery of the relevant Services. Candidates are not required to apply for both Lots in order to participate in the competition. Applications will be assessed and ranked separately in respect of each Lot.

Candidates successfully shortlisted for both Lots may be invited to tender in respect of both Lots. Candidates should note, however, that the Contracting Authority currently intends that a Tenderer will be appointed to a maximum of one (1) of Lots. In applying this approach, the Contracting Authority will have regard to the Tenderer's stated preference, its ranking in each Lot and the need to establish appropriately constituted Framework Agreements capable of meeting the Contracting Authority's requirements.

In determining the final composition of the Framework Agreements, the Contracting Authority will have regard to the need to establish Frameworks which collectively provide sufficient breadth and depth of expertise, capacity, resilience and competition across the scope of Lots 1 and 2. Relevant considerations may include the range and depth of expertise available across the Frameworks, provider capacity and resilience, specialist and emerging areas of legal practice, actual or potential conflicts of interest, continuity and responsiveness requirements and the ability of the Frameworks collectively to meet the Contracting Authority's requirements throughout their term.

Accordingly, the Contracting Authority reserves the right, where it considers it appropriate to do so having regard to the outcome of the qualification and tender stages and the considerations set out above, to:

- appoint more than the minimum number of Framework Members to a Lot;
- appoint a Tenderer to both Lots 1 and 2 notwithstanding the current intention that a Tenderer will be appointed to a maximum of one (1) Lot; and/or
- take such other measures as it considers necessary to establish appropriately constituted, effective and resilient Framework Agreements capable of providing access to the full range of legal services required under Lots 1 and 2.

3.3 Awarding Contracts under the Framework Agreements

Following establishment of the Framework Agreements, the Contracting Authority will enter into a Service Contract with each appointed Framework Member. The Service Contracts will incorporate, as applicable, the commitments, pricing and other relevant elements of the successful Tender submitted by the relevant Framework Member and will establish the

[2] Subject to tie rules

contractual terms and service standards applicable to Services assigned to that Framework Member.

Neither appointment to a Framework Agreement nor entry into a Service Contract will guarantee any Framework Member a minimum volume, value or proportion of Services.

Individual requirements arising during the term of the Framework Agreement will be assigned under the Service Contracts through a Request for a Service Proposal process, in accordance with the allocation procedures established under the relevant Framework Agreement.

The primary allocation mechanism is currently envisaged to operate through a managed allocation process. In determining the Framework Member or Framework Members to whom a Request for a Service Proposal should be issued, the Contracting Authority will have regard to the nature and circumstances of the particular requirement, and which Framework Member or Members are appropriately placed to undertake it. Relevant considerations may include expertise and experience, previous involvement in the same or a related matter, continuity of advice or representation, conflicts of interest, capacity and availability, personnel, urgency, efficiency, delivery of Services under the Framework in accordance with applicable service requirements, standards and KPIs, and any other considerations objectively relevant to the requirement.

A Request for a Service Proposal may be issued to an individual Framework Member or simultaneously to more than one Framework Member where the Contracting Authority considers this appropriate having regard to the nature and circumstances of the particular requirement and the applicable allocation criteria.

The issue of a Request for a Service Proposal will not constitute a commitment to assign the requirement to a Framework Member. A Framework Member responding to a Request for a Service Proposal will be required to address such matters as may be specified in the request, which may include the personnel proposed, availability and delivery timescales, and pricing, which must remain within the rates and pricing parameters established by its successful Tender. The Contracting Authority will determine whether the proposal appropriately meets its requirements, including as to quality and value for money.

Further details of the managed allocation methodology and the objective criteria and procedures governing the allocation of Services will be developed and prescribed in the procurement documents issued at tender stage.

3.4 Use of the Framework Agreements

The establishment of the Framework Agreements shall not oblige the Contracting Authority to procure all legal services falling within their scope through the Framework Agreements. The Contracting Authority reserves the right at it's sole discretion to procure outside of the Framework Agreements where it considers it appropriate to do so, particularly should it become apparent that doing so would offer greater value for money, secure particular expertise or otherwise best meet its operational and business needs.

The Contracting Authority may use the Framework Agreements as and when requirements falling within their scope arise. There is no obligation on the Contracting Authority to procure any minimum volume or value of services through the Framework Agreements.

The Contracting Authority reserves the right, having regard to the nature and circumstances of a particular requirement, to determine the most appropriate means of obtaining the legal services required, including through its internal legal resources, direct instruction of Counsel,

instruction of external solicitors and/or other procurement or contractual arrangements available to it.

Nothing in these procurement arrangements shall restrict the Contracting Authority from using its own internal resources or from availing of any exclusion, exemption or other lawful means of obtaining legal services available to it under applicable procurement law. This includes, where applicable, the use of the Contracting Authority's in-house solicitors to select and instruct Counsel directly in relation to contentious proceedings or other legal services falling outside the scope of applicable public procurement requirements.

Where a requirement includes elements capable of falling within more than one Lot, the Contracting Authority reserves the right to determine the Lot under which the requirement will be assigned, having regard to the principal subject matter of the requirement, the nature of the expertise required and the most appropriate, efficient and cost-effective means of obtaining the services.

The Framework Agreements may be terminated in accordance with their respective terms and conditions. Draft versions of the applicable Framework Agreements will be provided as part of the procurement documents issued at tender stage

4 The Procurement Procedure

Given the nature and complexity of the services and their classification as Title III Services; - Social and Other Specific Services, the Contracting Authority intends to conduct a multi-stage procurement process utilising the procedural flexibility available under applicable procurement law. The procedure may involve the following stages:

1. Pre-Qualification (this stage);
2. Tender;
3. Negotiation, where utilised;
4. Best and Final Offer (BAFO), where utilised; and
5. Establishment of the Framework Agreements and award of Service Contracts

4.1.1 Pre-Qualification (this stage)

The purpose of the Pre-Qualification stage is to identify suitably qualified Candidates to be invited to participate in the subsequent Tender stage.

A separate Application is required for each Lot for which a Candidate wishes to be considered. Each Application will be assessed independently against the requirements applicable to the relevant Lot.

A maximum of eight (8)[3] Candidates per Lot will be invited to Tender, subject to a sufficient number of Candidates satisfying the applicable qualification requirements and achieving the required standard under the shortlisting methodology set out in this PQQ.

Applications will be assessed and Candidates shortlisted separately for each Lot.

4.1.2 Tender

Candidates invited to Tender will be provided with the procurement documents applicable to the relevant Lot/Lots, including the specification, award criteria, pricing documentation, proposed Framework Agreement, proposed Service Contract and further details of the arrangements governing the allocation of Services under the Framework.

The Contracting Authority reserves the right to conclude the competition and make appointment decisions on the basis of the initial Tenders received without entering into negotiations. Accordingly, Tenderers should submit their strongest and most competitive Tender at the initial Tender stage and should not assume that they will be afforded an opportunity subsequently to improve, revise or enhance their Tender.

Following evaluation of the initial Tenders, the Contracting Authority may:

- proceed directly to establishment of the Framework Agreements and award of the Service Contracts;
- invite Tenderers to participate in negotiations; or
- apply the successive reduction rule to reduce the number of firms invited to the negotiation phase. The selection of firms may be based on scenarios where firms have failed to qualify under one or more of the award criteria and/or situations where there is a clear score differential following evaluation of the initial tenders and the extent to which further competition is considered capable of delivering additional value through the negotiation process.

[3] Subject to a tie rule.

4.1.3 Negotiation (Optional)

The use of negotiations will be entirely at the discretion of the Contracting Authority. The Contracting Authority reserves the right to award on the basis of the initial Tenders received without conducting negotiations.

Where negotiations are undertaken, the Contracting Authority may discuss aspects of the Tender including pricing, proposed service delivery arrangements and other commercial matters.

The minimum requirements of the procurement and the published award criteria will not be subject to negotiation.

Best and Final Offers (BAFO)

Following completion of negotiations, the Contracting Authority will invite the Tenderers remaining in the negotiation stage to submit a Best and Final Offer.

Where BAFOs are requested, they will be evaluated in accordance with the published award criteria, and the resulting scores will be used for the purposes of appointment to the Framework Agreement.

4.1.4 Establishment of Framework Agreements and Award of Service Contracts

Following completion of the Tender stage and, where utilised, negotiation and/or BAFO stages, the Framework Agreements for the Lots will be established in accordance with the appointment arrangements set out in the procurement documentation.

A Service Contract will be entered into with each Framework Member appointed to the relevant Lot in accordance with the commercial arrangements described in this PQQ and the procurement documents issued at Tender stage.

5 Instructions to Candidates

Every effort has been made to ensure that this Document contains the information necessary for Candidates to prepare their applications.

Candidates are responsible for reviewing this Document and the associated procurement documents in full and for raising, through the clarification process, any query concerning the information provided or any matter which they consider requires clarification for the purposes of preparing their application.

Candidates are responsible for considering the procurement documents as a whole and for ensuring that their applications are complete, accurate and responsive to the requirements applicable to the relevant Lot.

Candidates should provide sufficient relevant information to address the requirements of the competition and should avoid submitting excessive or extraneous material which is not relevant to those requirements.

5.1 Queries/Requests for Clarification

The closing date for queries from economic operators is specified on the title page.

All queries relating to this competition must be submitted through the messaging facility on www.etenders.gov.ie.Candidates should not seek information concerning the competition from employees, officers or advisers of the Contracting Authority outside the communication arrangements specified in this Document.

Candidates should notify the Contracting Authority as soon as possible of any query, ambiguity, discrepancy, error or omission which they consider may affect their ability to prepare and submit a complete Application.

Responses to queries, together with any clarifications or amendments relating to the Qualification Questionnaire, will be published through eTenders as appropriate. Queries may be edited for publication, including to avoid disclosure of the identity of the Candidate raising the query or other information which could identify that Candidate.

The Contracting Authority may also, at its own initiative, issue clarifications, amendments or other information relating to the Qualification Questionnaire or the competition through eTenders.

Candidates must take account of all clarifications and amendments issued through eTenders in preparing their Applications. Where a clarification or amendment expressly modifies a provision of an earlier procurement document, the clarification or amendment will apply to the extent of that modification.

Candidates are responsible for monitoring eTenders for responses to queries, clarifications, amendments and other communications relating to the competition. The Contracting Authority accepts no responsibility for information relayed or not relayed through third parties.

5.2 Conflicts of Interest

Candidates must disclose any actual or potential conflict of interest relating to their participation in this procurement as soon as it becomes known. Candidates must provide

sufficient information to enable the Contracting Authority to assess the nature and potential impact of the conflict and any measures proposed to address it.

Where an actual or potential conflict of interest is identified, the Contracting Authority will consider whether the conflict can be appropriately addressed through reasonable and proportionate measures. An Candidate will not be excluded on the basis of a conflict of interest where the conflict can be effectively addressed by less restrictive means. Where the Contracting Authority determines that the conflict cannot be appropriately mitigated, it may exclude the Candidate from the competition.

Failure to disclose an actual or potential conflict of interest, or failure to provide information reasonably requested by the Contracting Authority for the purposes of assessing or addressing such a conflict, may result in exclusion from the competition.

5.3 Submission of Applications

The Contracting Authority is using the electronic postbox facility on eTenders. Applications must be submitted electronically through the eTenders postbox facility at www.etenders.gov.ie only. Applications submitted by any other means, including by email, post or hand delivery, will not be accepted.

A separate Application must be submitted for each Lot for which a Candidate wishes to be considered.

Candidates are responsible for ensuring that they are appropriately registered and associated with the competition on eTenders and that all required documentation is fully uploaded and submitted before the closing date and time specified on the title page.

Candidates should allow sufficient time to complete the upload and submission process, noting that upload speeds may vary, and are advised to familiarise themselves with the eTenders platform and the submission process well in advance of the closing date.

Please upload each Application as a ZIP FILE to protect the integrity of the file names.

It is the responsibility of the Candidate to ensure that its Application is complete and has been successfully submitted through the eTenders electronic postbox before the applicable deadline. Candidates should ensure that they have completed all steps required by the eTenders platform to submit their response and should not assume that completion of the upload process alone constitutes submission.

The practical guidance at Sections 5.2.1 and 5.2.2 below is provided to assist Candidates in accessing the competition and submitting their Applications through eTenders. Candidates experiencing difficulty with the operation of the platform should contact the eTenders helpdesk:

Email: irish-eproc-helpdesk@eurodyn.com

Phone: +353-818001459

5.3.1 Accessing documents

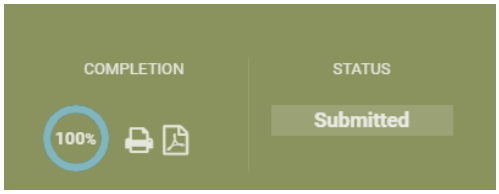
It is important to note that you must ensure you **ASSOCIATE** your company with this competition in the first instance. To do this you must do the following:

(a) Log-in to the system
(b) Locate the competition using the Advanced Search by Contracting Authority or Resource ID

(c) Click on the hyperlink for the competition which will bring you to the CfT Workspace
(d) In the Show CfT Menu for the competition click on the "Expression of Interest" in the drop down menu
(e) Complete the "Association with the CfT" tab
(f) This will then provide you with a link to "Tender" under the Show CfT Menu

5.3.2 Submitting your Response

In responding to a competition without an electronic ESPD, a number of steps are required. The final step involves clicking on a Submit button and receiving the following status:



If you do not receive a message similar to above, you have not submitted your response.

Please note that the screen may say **OFFLINE**, this is a technical feature of eTenders and does not mean you cannot submit. Also please note you may see the percentage field also saying 100% before you submit, this still requires you to go through the submit button.

Please upload your response as a **ZIP FILE** to protect the integrity of the file names.

It is the responsibility of the Candidate to ensure that their application is complete and is uploaded in accordance with the instructions provided on eTenders prior to the deadline as per the front page.

5.4 Closing date for Applications

The closing date for the application is specified on the title page.

Candidates must ensure that they give themselves enough time to upload and submit all required documentation before the closing date/time. Candidates should consider the fact that upload speeds vary. There is a maximum of 500MB for individual files and 2GB per submission. In order to submit a document to the electronic post-box, please note that you must click "Submit Response".

It is the responsibility of Candidates to ensure that their application is complete and is uploaded by the designated deadline. Applications that are received late or via other means **will not** be considered in this public procurement competition.

It is important to note that only persons who have downloaded and accepted a document can submit an upload.

5.5 Completing the Qualification Questionnaire per Lot

When completing the Qualification Questionnaires (Application Forms) contained in Appendices 2 and 3 (per Lot) to this Document, Candidates should note the following conditions:

All questions must be completed in full using the format provided.

All questions should be answered with relevance to the subject matter of the relevant Lot. The information requested through the Qualification Questionnaire is intended to enable the Contracting Authority to assess Candidates against the qualification and shortlisting

requirements for progression to the Tender stage. Candidates successfully shortlisted be invited to participate in the subsequent Tender stage, in accordance with the arrangements described in this PQQ.

Where a 'Rule' is associated with a particular question, Candidates must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.

Candidates are permitted to add lines to the pro-forma tables and boxes set out within the Qualification Questionnaire if required.

The Qualification Questionnaire must be completed in English.

All financial information should be denominated in euro (€), except where financial information is being provided in a certified or audited supporting document such as a set of financial statements in which case it is sufficient for the information to remain in its original currency.

Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.

The Contracting Authority is not responsible for and will not pay for any expense or cost incurred or loss suffered by a Candidate 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 candidate unless previously agreed in writing by the Contracting Authority. Each candidate 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.

5.6 Reliance on the Capacity of other Entities

Candidates may rely on the capacities of other entities to satisfy applicable selection criteria and/or to support the delivery of elements of the Services subject to applicable procurement law and the rules set out herein.

An Application may be submitted by a grouping of economic operators, including a consortium or joint venture, or may involve reliance upon subcontractors or other entities, subject to the requirements of this PQQ.

Where an application involves more than one entity, a Lead Candidate must be identified. The Prime Candidate will act as the principal point of contact with the Contracting Authority throughout the procurement process, irrespective of whether elements of the Services are proposed to be performed by other members of the grouping, subcontractors or other entities.

The Application must identify the Lead Candidate, and the nominated contact person authorised to represent the Candidate. All communications relating to the competition will be directed through the Lead Candidate unless otherwise determined by the Contracting Authority.

Where a Candidate relies upon the educational or professional qualifications or relevant professional experience of another entity, that entity must perform the services for which the relevant qualifications or experience are required.

Candidates relying upon the capacities or resources of other entities must:

- identify the Lead Candidate and all relevant entities upon whose capacities or resources the Candidate relies for the purposes of satisfying the applicable selection criteria and/or delivering the Services

- identify, where relevant, the nature of the capacity, resources, expertise or experience being relied upon and the role which the relevant entity is proposed to perform;
- Ensure Section A of the PQQ (including all subsections) are completed and submitted for all relevant entities upon whom the Lead Candidate(s) is relying on to meet criteria and/or deliver elements of the contract, if awarded.
- In all applications, the Lead Candidate(s) must nominate the reference contracts for inclusion as part of their application as required under the relevant criterion. If more reference contracts are provided than required only the first listed reference contracts to the number specified by the Contracting Authority (e.g. three reference contracts) from the Lead Candidate's PQQ will be considered.
- When relying on the experience of other entities, at least one of the reference contracts provided should demonstrate the experience being relied upon and the role of that entity in the delivery of the reference contract.
- Demonstrate, where required, that the capacities and resources relied upon will be available to the Candidate for the purposes of performing the Services, including by providing commitments or other supporting evidence where requested by the Contracting Authority; and
- Where the Candidate(s) is subsequently successful at tender stage, the Contracting Authority may require the members of the Candidate(s) grouping to enter a formal arrangement that can support the provision of collateral warranties to the Contracting Authority for the Candidate(s) members' performance, etc. of the contract, and provide evidence of same.

Where a third party provides resources or capacity of a general or ancillary nature which are commercially available to the Candidate and are not relied upon for the purposes of satisfying selection criteria, such as generally available licensing or hosting arrangements, completion of Section A of the PQQ in respect of that third party will not be required.

5.7 European Single Procurement Document

In accordance with 2014 Directives, suppliers may have compiled a European Single Procurement Document (ESPD), either electronically via the eESPD on eTenders or as a separate uploaded attachment with the tender response, which will be accepted as evidence of compliance with Section A selection criteria A2, A3 and A4, where there is direct, current and clear applicability to these criterion. All other selection criteria in both Section A and B must be completed in full in accordance with the rules of competition. For the avoidance of doubt, any responses to selection criteria not sufficiently covered by the ESPD for this competition will not be accepted and the relevant sections of the Application form must be completed in full by the Applicant to meet minimum requirements of the competition.

Progression to tender stage will be conditional upon identified Candidates providing evidence of self-declared information to the Contracting Authority. Failure to provide appropriate evidence within the required timeframe specified will result in the candidate being deemed inadmissible for the next stage of the competition.

5.8 Multiple Participation

Each Application for a Lot must be genuinely autonomous and independently prepared.

Where a Candidate proposes to rely upon a consortium member, subcontractor, capacity provider or other third party, the Prime Candidate must make reasonable enquiries of that entity to establish whether it is participating in another Application for the same Lot, whether as a Candidate in its own right or as a consortium member, subcontractor, capacity provider or otherwise. The Prime Candidate must satisfy itself that appropriate arrangements are in place to protect confidential and commercially sensitive information and preserve the independence and integrity of competing Applications.

Any known multiple participation, relationship or connection which may reasonably affect, or give rise to a concern regarding, the autonomous and independent preparation of competing Applications must be disclosed in the Application.

Multiple participation by the same or connected entities will not of itself result in exclusion. The Contracting Authority may seek such further information or assurances as it reasonably considers necessary and may require appropriate measures to address any identified concern. Where the Contracting Authority determines that competing Applications are not genuinely autonomous and independently prepared, or that a conflict of interest, breach of confidentiality, unfair competitive advantage or distortion of competition cannot be appropriately addressed, it may take such action as is appropriate in accordance with the terms of this competition and applicable procurement law.

5.9 Clarification of Applications

The Contracting Authority is not obliged to seek clarification of an application but reserves the right to seek clarification or elaboration where it considers this appropriate for the purposes of evaluating an application. Candidates should ensure that their applications are complete and contain all information required by the Qualification Questionnaire. Candidates should not assume that the Contracting Authority will seek clarification, elaboration or missing information.

Where an Application contains an obvious clerical, typographical, arithmetical or administrative error, omission or inconsistency, the Contracting Authority may seek clarification or confirmation from the Candidate where it considers this appropriate, provided that doing so would not permit the Candidate to submit a materially new or improved application or otherwise prejudice the equal treatment of Candidates.

Candidates should not assume that the Contracting Authority will identify or seek clarification of any such error, omission or inconsistency and remain responsible for ensuring that their applications are complete and accurate when submitted.

5.10 Evaluation and Shortlisting of Candidates

Applications will be evaluated and ranked separately for each Lot in accordance with the qualification requirements, selection criteria, rules and scoring methodology applicable to this competition.

Subject to a sufficient number of Candidates satisfying the applicable minimum requirements, the eight (8) highest-ranked Candidates for each Lot will be shortlisted as Candidates and invited to participate in the subsequent Tender stage.

Where two or more Candidates achieve the same score at the point determining the eighth-ranked Candidate for a Lot, all Candidates achieving that score will be shortlisted as Candidates and invited to participate in the Tender stage. Accordingly, the number of Candidates invited to Tender for a Lot may exceed eight (8) where a tie arises at the shortlisting threshold.

Candidates will be notified of the outcome of the Pre-Qualification stage following completion of the evaluation process.

5.11 Verification

The Contracting Authority reserves the right throughout the procurement process and, following establishment of the Framework Agreements, during their operation and the delivery of Services, to verify any information, statement, declaration, representation or supporting information provided by or relied upon in respect of an Candidate, Candidate, Tenderer or Framework Member.

The relevant Candidate, Tenderer or Framework Member shall provide such information or supporting evidence as may reasonably be requested by the Contracting Authority for verification purposes.

5.12 Freedom of Information Act

All responses to this Qualification Questionnaire will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Candidate except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement rules.

Candidates are requested to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. If that is the case, candidates should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by candidates, either in response to this Qualification Questionnaire or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any disclosure of the relevant information which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

5.13 Interference, Improper Influence and Inducements

Candidates must not seek to improperly or unduly influence the Contracting Authority, its personnel, advisers or any other person involved in the conduct, examination, clarification, evaluation or determination of this competition.

Candidates must not offer, give, agree to give or facilitate any gift, payment, consideration, benefit or other inducement for the purpose of influencing, rewarding or securing favourable treatment in connection with this competition or any resulting contractual arrangements. This requirement applies equally to persons employed by, acting on behalf of, or otherwise representing an Candidate.

Where the Contracting Authority determines that an Candidate, or a person acting on its behalf, has engaged in conduct contrary to this section, it may take such action as is appropriate having regard to the nature and circumstances of the conduct and in accordance with applicable law, including disqualification or exclusion from the competition where warranted.

5.14 Changes in Circumstances/Changes to a Candidate

Candidates must promptly notify the Contracting Authority of any change in circumstances arising after submission of an application which may affect the accuracy of information provided in the Application, the Candidate's satisfaction of the qualification requirements, or its eligibility or ability to continue participating in the competition.

This obligation includes any material change to the Candidate's composition, ownership or proposed delivery arrangements, including any proposed change to the Prime Candidate, membership of a consortium or joint venture, or an entity upon whose capacities or resources the Candidate relies.

No material change to the composition of an Candidate may be made following the closing date without the prior agreement of the Contracting Authority. The Contracting Authority will consider any proposed or notified change having regard to the nature and circumstances of the change, the qualification requirements, the basis upon which the Application was assessed and the requirements of the competition and applicable law.

5.15 Right to Discontinue Procurement Process/not Proceed with a Framework Agreement

The Contracting Authority reserves the right to amend, suspend or discontinue the procurement process, in whole or in part, or not to establish one or more of the Framework Agreements, where it considers this appropriate.

Candidates will not be entitled to any payment, reimbursement or compensation in respect of costs, expenses or losses incurred in connection with the preparation or submission of an application or participation in the procurement process, including where the procurement process is amended, suspended or discontinued, in whole or in part, or where one or more Framework Agreements are not established.

Appendix 1: Evaluation Approach

Applications will be evaluated separately in respect of each Lot in accordance with the qualification requirements, selection criteria, rules and scoring methodology applicable to the competition.

For **Pass/Fail criteria**, Candidates will be assessed against the minimum standards specified for the relevant criterion. Where a Candidate does not satisfy an applicable minimum standard, its application will not be considered further in the competition in respect of the relevant Lot.

For the **weighted qualitative selection criteria**, Candidates must achieve a minimum score of **50% of the marks available for each of criteria B1 to B3**. An application which scores below 50% on any such criterion will not be eligible for further consideration for the relevant Lot.

Applications will be evaluated having regard to the nature and scope of the Services under the relevant Lot and to the knowledge, expertise, professional standards and degree of care reasonably expected of an appropriately qualified and experienced provider of the relevant legal services. Please note that the manner in which a submission is devised, compiled and submitted may be taken account of in particular whether it relates to professional standards and ethics, competition requirements and selection criteria.

In assessing responses, the Contracting Authority will have regard to what a reasonably informed and diligent professional provider of the relevant legal services would understand from the scope of the Services and the selection criterion being assessed, read in the context of the procurement documents as a whole.

Candidates are responsible for ensuring that their responses contain sufficient relevant information to demonstrate their technical and professional ability, experience, expertise, resources and other capabilities relevant to the particular selection criterion and the Services within the scope of the relevant Lot.

Where a Candidate considers a criterion or other aspect of the procurement documents to be unclear or ambiguous or considers that further information is required to enable it to prepare an appropriate response, it should raise the matter through the clarification process before the applicable deadline.

Evaluation of Weighted Qualitative Selection Criteria

Weighted qualitative selection criteria will be evaluated holistically on the basis of the totality of the response to the relevant criterion. In evaluating a response, the Contracting Authority will consider the overall level of assurance provided by the response with reference to the specific criterion and may have regard to:

- the relevance of the information provided to the Services and requirements of the relevant Lot;
- the clarity, consistency and coherence of the response;
- the degree to which response is supported by specific examples, facts, outcomes and, where appropriate, quantitative information.
- weaknesses, omissions, inconsistencies, ambiguities, unsupported assertions, qualifications or reservations arising from a response

Mere affirmation or general statements of capability will not be sufficient and unsupported assertions, repetition or paraphrasing of the scope of the Services and the wording of the criterion should be avoided.

Evaluators may award any mark within the applicable scoring range against the relevant criterion.

Qualitative Scoring Rubric

Score	Category	Description
90 – 100%	Exceptional	An exceptional response which provides a very high level of assurance as to the Candidate's technical and/or professional ability in the area being assessed. The response demonstrates, through highly relevant, specific and substantive detail, an exceptional level of capability in relation to the criterion. The information provided is clear, coherent and substantially supports the capability demonstrated in the response and gives rise to minimal or no material reservations.
80 – 89%	Excellent	An excellent response which provides a high level of assurance as to the Candidate's technical and/or professional ability in the area being assessed. The response demonstrates, through highly relevant, specific and substantive detail, a very strong level of capability in relation to the criterion. The information provided is clear, coherent and strongly supports the capability demonstrated in the response, and gives rise to only limited minor reservations
70 – 79%	Very good	A very good response which provides a very good level of assurance as to the Candidate's technical and/or professional ability in the area being assessed. The response demonstrates, through relevant, specific and substantive detail, a strong level of capability in relation to the criterion. The information provided is clear, coherent and supports the capability demonstrated in the response, and gives rise to some minor reservations.
60 – 69%	Good	A good response which provides a good level of assurance as to the Candidate's technical and/or professional ability in the area being assessed. The response demonstrates, through relevant and sufficiently specific detail, a good level of capability in relation to the criterion. The information provided generally supports the capability demonstrated in the response, although some weaknesses, gaps or reservations arise.
50 – 59%	Acceptable	An acceptable response which provides a sufficient level of assurance as to the Candidate's technical and/or professional ability in the area being assessed. The response demonstrates an adequate level of capability in relation to the criterion, although the response contains weaknesses, omissions, unsupported assertions and/or insufficient relevant, specific or substantive detail. The information provided provides sufficient support for the capability demonstrated in the response but gives rise to significant, though not fundamental, reservations.
Less than 50% is unacceptable and considered ineligible from further consideration An unacceptable response which does not provide sufficient assurance in relation to the Candidate's technical and/or professional ability in the area being assessed. The response contains material weaknesses, omissions, inconsistencies, unsupported assertions and/or insufficient relevant, specific or substantive detail and gives rise to material reservations in relation to the criterion. An Application scoring below 50% on an individual weighted qualitative selection criterion will not be eligible for further consideration for the relevant Lot.		

APPENDIX 2: QUALIFICATION QUESTIONNAIRE[4]

LOT 1: Regulatory Legal Support

Application Overview				
Ref.	**Pass/Fail Criteria**	**Pass Requirements**		
A1	**Candidate Summary, Other Entities and Lot Preference**	Candidates must complete this section. If the candidate is a grouping, then a separate questionnaire must be completed for each group member. Please also indicate lot preference.		
A2	**Tax Compliance**	Candidates are required to complete a Self-Declaration Forms relating to A2, A3 and A4. Candidates 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	**Financial Capacity**			
A4	**Insurance**			
A5	**Personnel and Skills**	Candidates must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.		
A6	**Declarations**	Candidates must complete, sign and date this Declaration relating to Bona Fides, Statutory Compliance and also Article K (Regulation 2022/576) compliance. Non-compliant Candidates under any of the headings will be automatically disqualified.		
A7	**Accuracy and Completeness**	Candidates must complete, sign and date this declaration to confirm the accuracy, completeness and reliability of the information contained in this application and to identify the person authorised to make such confirmation on behalf of the Candidate.		
Ref.	**Weighted Criteria**	**Max pts.**	**Assessment**	**Min pts.**
B1	**Previous Experience**	8,000	Candidates should refer to three (3) separate contracts within the previous five (5) years which demonstrate that they have successfully delivered services of a comparable nature, scale and complexity to public or regulatory bodies, or on behalf of members of the public under family/surrogacy/fertility law. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of the Framework Agreement	4,000
B3	**Quality Assurance Measures**	2,000	Candidates should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.	1,000
Total		**10,000**		**n/a**

[4] Application Form and Pre-qualification Questionnaire may be used interchangeably

SECTION A: Pass/Fail Criteria

A1 – Candidate Summary, Other Entities and Lot Preference	
Weighting: Pass/Fail **Pass Requirement:** Candidates must complete this Section	
Candidate Name and Confirm Candidate Status (Prime or other Entity)	
Contact Name:	
Position:	
Address:	
Telephone (Office):	
Telephone (Mobile):	
Email:	
Legal Status (Company, Sole Trader, etc.) Registration details/no.	
Country and Date of Establishment:	

A1b Relying on the Capacity of other Entities/Multiple Participation and Connected Entities				
Panel Applicants may rely on the capacity of other entities. However, full details must be provided below.				
Are any other entities involved in this Application, proposed delivery arrangements and/or being relied upon to satisfy any qualification requirement?	Yes		No	

Details of Entities Upon Whose Capacity Reliance is Placed (as applicable):			
Selection Criterion	Official name & address of entity	Role of Entity	Or Confirm the Prime Applicant is meeting criterion based on its own capacity
A3 Financial Standing			
A4 Insurance			
A5Personnel and Skills			
B1 Previous Experience			
B2 Quality Assurance			

Provide details below of any other entity referenced in the Application and/or to provide any element of service delivery:
Response:

Multiple Participation		
Is any entity identified in this section:	Yes	No
Submitting an application in its own right?		
Participating in another Application including as subcontractor/another entity as being relied upon		
Involved in another Application in any other capacity not already covered?		

If yes, provide details and explain the measures implemented and/or proposed to preserve confidentiality, independence and genuine competition.
Response

Declaration	
The Applicant confirms that:	
All entities being relied upon have been disclosed.	☐
Completed Section A documentation has been provided in respect of all relied-upon entities .	☐
Reasonable enquiries and due diligence have been undertaken in relation to multiple participation arrangements and connected entities.	☐

All known multiple participation arrangements and connected relationships have been disclosed.	☐
The Applicant has disclosed all measures implemented and/or proposed to safeguard confidentiality, independence and genuine competition.	☐
The Applicant acknowledges that disclosure alone does not mean that the arrangements will be accepted by the Contracting Authority.	☐

Name of Authorised Signatory:	
Position	
Signature	
Date:	

A1c – LOT PREFERENCE	
Where a Candidate has applied for both lots, they must indicate their lot preference which will be taken into consideration, but not guaranteed as part of tender evaluation stage/appointment as applicable	List preference as '1' or '2'
Lot 1: Regulatory Legal Support	
Lot 2: Corporate Operations Legal Support	

Self-Declaration Form (A2-A4)

A2 Tax Compliance

Weighting: Pass/Fail
Pass Requirement: Candidates must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

Option 1:		
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html	**Yes** ☐	**No** ☐
To this end, please confirm:		
Candidate's Name:		
Candidate's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:		
I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents[5])	**Yes** ☐	**No** ☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

Option 3:		
I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request.	**Yes** ☐	**No** ☐

[5] Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A3 Financial Capacity

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	**Yes**	**No**
I confirm that our turnover exceeded **€1,000,000** per annum in **one** of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply independent and objective evidence of financial standing promptly when requested to verify the Candidate party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below.		

Turnover Relating to Lead Party		
Turnover in Financial Year 2025	**Turnover in Financial Year 2024**	**Turnover in Financial Year 2023**
€	€	€

Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2025	**Turnover in Financial Year 2024**	**Turnover in Financial Year 2023**
€	€	€

Comments:

A4 Insurances			
I confirm that we have the following insurances in place:			
Insurance Type	**Level in place**	**Details of Excess**	**Expiry Date**
Employer Liability	€13 million		
Public Liability	€6.5 million		
Professional Indemnity	€1.5 million each and every claim (excluding defence costs) or such higher amount as may be required by the Law Society of Ireland, the Legal Services Regulatory Authority or other applicable professional regulatory requirements, whichever is the greater		
Cyber Insurance	€2 million		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful		Yes	
		No	
I confirm that if successful, where the levels required under the contract or framework 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	
The Contracting Authority reserves the right, where justified by the nature, complexity, value or risk profile of a particular requirement, to specify higher insurance requirements in respect of a contract awarded under the Framework Agreements and/or a project/piece of work to be assigned under a contract for service, provided that any such requirements are proportionate to the subject matter of the relevant requirements. This would be specified as part of contract award/assignment of work procedures under the Framework Agreement as they apply to the particular requirement.			

Signed:	
Position:	
Date:	

A5 – Personnel & Skills

Weighting: Pass/Fail
Minimum requirement to remain eligible in the competition: Candidates must:

- Demonstrate access to at least the minimum numbers of skilled personnel stated below and that the personnel available to it collectively possess relevant expertise and experience across the scope of services described in Lot 1. Please note that the skills outlined may reside in the same person and
- Provide an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, as applicable.

Candidates are reminded that they may rely on the resources of other entities on condition that they are fully described, and that candidates can prove that they will have these resources at their disposal when required.

Role (Seniority)	Number of Full Time Equivalents (FTE)	Number of FTEs provided by 3rd Parties	Minimum Number Required
Partner (> 10 years' experience)			5
Senior Associate/Associate			10
Total			15

Demonstrate how the personnel identified above collectively provide the knowledge, skills and experience necessary to deliver services across the scope of Lot 1 by mapping those personnel to the relevant areas of expertise below. Personnel may be mapped to more than one area of expertise as appropriate.

Areas of Expertise	Number of Full Time Equivalents (FTE)	Number of FTEs provided by 3rd Parties	Total
Complaints, Investigations and Inquiries			
Judicial Review and Appeals			
Oral Hearings, Professional Conduct and Adjudication Procedures			
Statutory Interpretation, Legislative Drafting and Regulatory Instruments			
Enforcement, Sanctions, Prosecution and Compliance Monitoring			

Healthcare, Medical and Professional Competence Law			
Child Protection and Welfare Law			
Related regulatory matters			
Total			

Reliance on other entities: Where other entities are providing resources, clearly describe the nature of those arrangements and demonstrate that such resources will be at the disposal of the Candidate, when necessary, below. Candidates must ensure the entities are listed in Section A and align with responses to other criteria.				
Response:				
Organisational Chart included below or as an Appendix.	Yes		No	

A6 – Declarations

Weighting: Pass/Fail
Pass requirement: Candidates must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Candidate under each heading. This must be completed by each group member.

DECLARATION OF BONA FIDES

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

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

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.

2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	**Yes**	**No**
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	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;		
2.1b	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;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1e	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;		
2.1f	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;		
2.1g	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.		
2.1h	• 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 • has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: • unduly influence the decision-making process of the contracting entity, or • obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or		

	• negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		
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		
(ii)	Equal Status Acts 2000-2011		
(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		
(viii)	All relevant regulatory and legal requirements that apply to the Candidate at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		
Article 5K Declaration EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	**Yes**	**No**
This Declaration is made for the benefit of the Contracting Authority 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 in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			
Name of Economic Operator:			
Authorised Signatory:			
Name in Block Capitals:			
Position:			

A7 Accuracy, Completeness and Authority

The purpose of this declaration is to confirm the accuracy, completeness and reliability of the information contained in this application and to identify the person authorised to make such confirmation on behalf of the Candidate.

The Candidate remains responsible for the contents of its application regardless of whether any part of the Application was prepared, drafted, reviewed or assisted by employees, partners, subcontractors, consultants, advisers, external service providers or technological tools.

Declaration of Accuracy, Completeness and Authority
By signing this declaration, the undersigned represents and confirms on behalf of the Candidate that: a) they are duly authorised to make this declaration on behalf of the Candidate with the necessary authority to bind the Candidate in respect of the matters contained herein; b) they have reviewed the Application and have undertaken such enquiries as they consider necessary to satisfy themselves as to the accuracy and completeness of its contents; c) all information, statements, representations and declarations contained in the Application are true, accurate, complete and not misleading; d) the Application has been subject to appropriate review, oversight and validation by the Candidate prior to submission; e) the information contained in the Application accurately represents the Candidate's technical and professional ability, experience, qualifications, resources, capacity and standing relevant to the delivery of the Services; f) the Application does not materially overstate, misrepresent or omit information relating to the Candidate's capability, experience, qualifications, resources, capacity or standing; g) the Candidate remains fully responsible for the contents of the Application irrespective of the means by which the Application, or any part thereof, was prepared including through the use of AI; h) where information contained in the Application has been provided and/or generated by a third party, adviser, consultant, affiliate, subcontractor, other person, or through the use of artificial intelligence the Candidate has satisfied itself as to the accuracy of that information and accepts responsibility for it as if it had been created directly by the Candidate; i) the Candidate understands that the Contracting Authority may place reliance on the information contained in the Application when assessing the Candidate's suitability for progression to the next stage of the competition/admission to the Framework;

j) the Candidate acknowledges that the Contracting Authority may seek clarification, supporting information and/or verification in respect of any information contained in the Application where it considers it appropriate to do so; and k) the Candidate acknowledges that the provision of materially inaccurate, misleading, incomplete or false information may result in the Application being excluded from further consideration in this competition	
Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	
Date:	

SECTION B: Weighted Criteria

B2 PREVIOUS EXPERIENCE
Weighting: 80% (Maximum 8000 points)
Minimum requirement to remain eligible in the competition: Candidates should refer to three (3) separate contracts within the previous five (5) years which demonstrate that they have successfully delivered services of a comparable nature, scale and complexity to the requirements of the Framework for Lot 1. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability.

The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, candidates must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required. In the event that a specific question or element within a question within the reference table is not applicable, Candidates should provide an explanation.

Please note: There will be no limit on the number of pages/word count for submission. However, we encourage conciseness and clarity over volume. Irrelevant or excessive content should be avoided. Respondents should ensure that responses only contain the information necessary to address the specific questions.

Reference Contract #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Description of Contract:				

Question 1: Comparability to Lot 1:

Explain why the referenced contract is comparable to the Services required under Lot 1.

Your response should address:

- the nature and scope of the services provided;
- the regulatory, statutory, adjudicative, investigative, enforcement or public law context in which the services were delivered;
- the principal areas of law involved;

- the extent to which the contract involved matters comparable to complaints, investigations, inquiries, hearings, enforcement proceedings, litigation, appeals, statutory interpretation, legislative development or regulatory decision-making; and
- the aspects of the contract which are most relevant to Lot 1.

Response:

Question 2: Nature, Scale and Complexity

Describe the nature, scale, complexity and risk profile of the contract.

Your response should include:

- size, structure and seniority of the delivery team for the contract;
- volume and range of instructions undertaken;
- key stakeholders involved;
- principal legal, regulatory, procedural and operational challenges; and
- any particular sensitivities, novel issues or public interest considerations.

Candidates should provide quantitative information where available.

Response;

Question 3: Significant Matters, Cases and Outcomes

Describe up to three significant matters undertaken under the contract.

For each matter, provide:

- background and context;
- legal and regulatory issues involved;
- the Candidate's role and responsibilities;
- the significance and complexity of the matter;
- any investigation, inquiry, adjudicative, enforcement, litigation, judicial review or appeal elements;
- the outcome achieved; and
- where applicable, the significance of any judgment, determination, decision, enforcement outcome, precedent, legislative development or wider impact arising from the matter.

Candidates should identify any reported judgments, published decisions, significant regulatory outcomes or matters of wider public importance where disclosure is permitted.

Response:

Question 4: Candidate's Role and Contribution

Clearly describe the Candidate's role in delivering the referenced contract and matters cited above.

Your response should identify:

- whether the Candidate acted as sole adviser, lead adviser, joint adviser or specialist adviser;
- the extent of the Candidate's responsibility for delivery;
- whether other law firms, Counsel, experts or advisers were involved;
- the specific workstreams and responsibilities undertaken by the Candidate;

- the key personnel involved in delivery of the referenced contract and their roles and levels of seniority and
- whether, and to what extent, such personnel remain available to and accessible by the Candidate.

Where other advisers were involved, Candidates should clearly distinguish the work performed by the Candidate from that performed by others.

Response:

Question 5: Service Delivery, Resource Management and Value for Money

Explain how the services were delivered in a practical, proportionate and cost-effective manner.

Your response should address:

- allocation of work and resources;
- deployment of personnel at appropriate levels of seniority;
- management of costs and budgets;
- quality assurance arrangements;
- communication and reporting arrangements;
- management of deadlines and competing priorities;
- measures adopted to ensure responsiveness and continuity of service; and
- how value for money was achieved without compromising quality or outcomes.

Response:

Question 6: Delivery Challenges, Outcomes and Lessons Learned

Drawing on the referenced contract, describe:

1. a significant challenge, risk, issue or unforeseen development encountered during delivery; and
2. a significant aspect of the contract that was particularly successful.

Your response should explain:

- the circumstances and significance of the matter;
- the actions taken by the Candidate;
- the outcome achieved;
- the impact on the client and other stakeholders;
- the key lessons learned; and
- how those lessons have informed subsequent service delivery, quality assurance, risk management, client engagement or cost-control practices.

Response:

Question 8: Sustainability and Social Value

Describe any sustainability, environmental, social value or wider public benefit measures implemented in connection with the delivery of the contract.

Responses should focus on actions implemented in practice rather than policies or aspirations.

Your response should address:

- the measures implemented;

• the relevance of those measures to the services delivered; • any environmental, social or community benefits generated; • any diversity, equality, inclusion, training, mentoring, wellbeing or pro bono initiatives associated with the contract; • how success was assessed; and • the outcomes achieved.
Response:
Any other relevant information:
Response:

Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Description of Contract:				

Question 1: Comparability to Lot 1:
Explain why the referenced contract is comparable to the Services required under Lot 1. Your response should address: • the nature and scope of the services provided; • the regulatory, statutory, adjudicative, investigative, enforcement or public law context in which the services were delivered; • the principal areas of law involved; • the extent to which the contract involved matters comparable to complaints, investigations, inquiries, hearings, enforcement proceedings, litigation, appeals, statutory interpretation, legislative development or regulatory decision-making; and • the aspects of the contract which are most relevant to Lot 1.
Response:
Question 2: Nature, Scale and Complexity
Describe the nature, scale, complexity and risk profile of the contract. Your response should include: • size, structure and seniority of the delivery team for the contract; • volume and range of instructions undertaken; • key stakeholders involved; • principal legal, regulatory, procedural and operational challenges; and • any particular sensitivities, novel issues or public interest considerations.

Candidates should provide quantitative information where available.
Response;
Question 3: Significant Matters, Cases and Outcomes
Describe up to three significant matters undertaken under the contract. For each matter, provide: • background and context; • legal and regulatory issues involved; • the Candidate's role and responsibilities; • the significance and complexity of the matter; • any investigation, inquiry, adjudicative, enforcement, litigation, judicial review or appeal elements; • the outcome achieved; and • where applicable, the significance of any judgment, determination, decision, enforcement outcome, precedent, legislative development or wider impact arising from the matter. Candidates should identify any reported judgments, published decisions, significant regulatory outcomes or matters of wider public importance where disclosure is permitted.
Response:
Question 4: Candidate's Role and Contribution
Clearly describe the Candidate's role in delivering the referenced contract and matters cited above. Your response should identify: • whether the Candidate acted as sole adviser, lead adviser, joint adviser or specialist adviser; • the extent of the Candidate's responsibility for delivery; • whether other law firms, Counsel, experts or advisers were involved; • the specific workstreams and responsibilities undertaken by the Candidate; • the key personnel involved in delivery of the referenced contract and their roles and levels of seniority and • whether, and to what extent, such personnel remain available to and accessible by the Candidate. Where other advisers were involved, Candidates should clearly distinguish the work performed by the Candidate from that performed by others.
Response:
Question 5: Service Delivery, Resource Management and Value for Money
Explain how the services were delivered in a practical, proportionate and cost-effective manner. Your response should address: • allocation of work and resources; • deployment of personnel at appropriate levels of seniority; • management of costs and budgets; • quality assurance arrangements;

- communication and reporting arrangements;
- management of deadlines and competing priorities;
- measures adopted to ensure responsiveness and continuity of service; and
- how value for money was achieved without compromising quality or outcomes.

Response:

Question 6: Delivery Challenges, Outcomes and Lessons Learned

Drawing on the referenced contract, describe:

3. a significant challenge, risk, issue or unforeseen development encountered during delivery; and
4. a significant aspect of the contract that was particularly successful.

Your response should explain:

- the circumstances and significance of the matter;
- the actions taken by the Candidate;
- the outcome achieved;
- the impact on the client and other stakeholders;
- the key lessons learned; and
- how those lessons have informed subsequent service delivery, quality assurance, risk management, client engagement or cost-control practices.

Response:

Question 8: Sustainability and Social Value

Describe any sustainability, environmental, social value or wider public benefit measures implemented in connection with the delivery of the contract.

Responses should focus on actions implemented in practice rather than policies or aspirations.

Your response should address:

- the measures implemented;
- the relevance of those measures to the services delivered;
- any environmental, social or community benefits generated;
- any diversity, equality, inclusion, training, mentoring, wellbeing or pro bono initiatives associated with the contract;
- how success was assessed; and
- the outcomes achieved.

Response:

Any other relevant information:

Response:

Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Description of Contract:				

Question 1: Comparability to Lot 1:
Explain why the referenced contract is comparable to the Services required under Lot 1. Your response should address: • the nature and scope of the services provided; • the regulatory, statutory, adjudicative, investigative, enforcement or public law context in which the services were delivered; • the principal areas of law involved; • the extent to which the contract involved matters comparable to complaints, investigations, inquiries, hearings, enforcement proceedings, litigation, appeals, statutory interpretation, legislative development or regulatory decision-making; and • the aspects of the contract which are most relevant to Lot 1.
Response:
Question 2: Nature, Scale and Complexity
Describe the nature, scale, complexity and risk profile of the contract. Your response should include: • size, structure and seniority of the delivery team for the contract; • volume and range of instructions undertaken; • key stakeholders involved; • principal legal, regulatory, procedural and operational challenges; and • any particular sensitivities, novel issues or public interest considerations. Candidates should provide quantitative information where available.
Response;
Question 3: Significant Matters, Cases and Outcomes
Describe up to three significant matters undertaken under the contract. For each matter, provide: • background and context; • legal and regulatory issues involved; • the Candidate's role and responsibilities;

- the significance and complexity of the matter;
- any investigation, inquiry, adjudicative, enforcement, litigation, judicial review or appeal elements;
- the outcome achieved; and
- where applicable, the significance of any judgment, determination, decision, enforcement outcome, precedent, legislative development or wider impact arising from the matter.

Candidates should identify any reported judgments, published decisions, significant regulatory outcomes or matters of wider public importance where disclosure is permitted.

Response:

Question 4: Candidate's Role and Contribution

Clearly describe the Candidate's role in delivering the referenced contract and matters cited above.

Your response should identify:

- whether the Candidate acted as sole adviser, lead adviser, joint adviser or specialist adviser;
- the extent of the Candidate's responsibility for delivery;
- whether other law firms, Counsel, experts or advisers were involved;
- the specific workstreams and responsibilities undertaken by the Candidate;
- the key personnel involved in delivery of the referenced contract and their roles and levels of seniority and
- whether, and to what extent, such personnel remain available to and accessible by the Candidate.

Where other advisers were involved, Candidates should clearly distinguish the work performed by the Candidate from that performed by others.

Response:

Question 5: Service Delivery, Resource Management and Value for Money

Explain how the services were delivered in a practical, proportionate and cost-effective manner.

Your response should address:

- allocation of work and resources;
- deployment of personnel at appropriate levels of seniority;
- management of costs and budgets;
- quality assurance arrangements;
- communication and reporting arrangements;
- management of deadlines and competing priorities;
- measures adopted to ensure responsiveness and continuity of service; and
- how value for money was achieved without compromising quality or outcomes.

Response:

Question 6: Delivery Challenges, Outcomes and Lessons Learned

Drawing on the referenced contract, describe:

5. a significant challenge, risk, issue or unforeseen development encountered during delivery; and

6. a significant aspect of the contract that was particularly successful.

Your response should explain:

- the circumstances and significance of the matter;
- the actions taken by the Candidate;
- the outcome achieved;
- the impact on the client and other stakeholders;
- the key lessons learned; and
- how those lessons have informed subsequent service delivery, quality assurance, risk management, client engagement or cost-control practices.

Response:

Question 8: Sustainability and Social Value

Describe any sustainability, environmental, social value or wider public benefit measures implemented in connection with the delivery of the contract.

Responses should focus on actions implemented in practice rather than policies or aspirations.

Your response should address:

- the measures implemented;
- the relevance of those measures to the services delivered;
- any environmental, social or community benefits generated;
- any diversity, equality, inclusion, training, mentoring, wellbeing or pro bono initiatives associated with the contract;
- how success was assessed; and
- the outcomes achieved.

Response:

Any other relevant information:

Response:

B3 QUALITY ASSURANCE MEASURES

Weighting: 20% (Maximum2000 points)

Minimum requirement to remain eligible in the competition: Candidates should provide information on the measures in place to ensure the delivery of a quality service and any details of third-party certification relevant to the requirements of the Framework Agreement and pertinent to the Candidate.

Please note: There will be no limit on the number of pages/word count for submission. However, we encourage conciseness and clarity over volume. Irrelevant or excessive content should be avoided. Respondents should ensure that responses only contain the information necessary to address the specific.

Describe the key organisational measures which you consider most important to ensuring the consistent delivery of high-quality legal services.

Candidates should focus on the measures, controls, governance arrangements, and ways of working which have the greatest practical impact on service quality within their organisation, to include effective file/brief sharing, collaboration mechanisms and cost containment/ minimisation measures.

For each measure identified, Candidates should explain:

i. what the measure is;
ii. why it is important;
iii. how it operates in practice;
iv. who is responsible for its operation and oversight; and
v. how the Candidate satisfies itself that the measure is operating effectively.

Candidates should focus on the measures they consider most significant and are not required to describe every quality assurance process operating within the organisation.

Response:

Candidates should identify any external indicators, accreditations, appointments, memberships, recognitions or other factors which they consider demonstrate their commitment to the delivery of high-quality legal services.

Responses may include, where relevant:

- externally certified quality management systems;
- professional accreditations or certifications;
- recognised quality standards;
- appointments to public sector, regulatory or other professional panels;
- memberships of professional associations, specialist legal bodies or industry groups;
- rankings, awards or professional recognitions;
- participation in law reform, regulatory, professional or academic initiatives;
- publications, thought leadership or contributions to professional practice; and
- other quality indicators relevant to the delivery of legal services.

• Candidates should explain the relevance of any such matters to the delivery of the Services and the extent to which they contribute to quality, consistency, professional standards and continuous improvement within the organisation.
Response:

If externally certified, please provide details of:	
Name of certification body:	
Date of certification:	
Scope of certification:	
Please set out high level detail on your quality assurance measures:	
Date of first certification:	
Date of most recent renewal:	
Name of person responsible for quality management:	
Please also attach a copy of the relevant certificate you're your submission	

APPENDIX 3: QUALIFICATION QUESTIONNAIRE[6]

LOT 2: Corporate Operations Legal Support

Application Overview				
Ref.	**Pass/Fail Criteria**	**Pass Requirements**		
A1	**Candidate Summary, Other Entities and Lot Preference**	Candidates must complete this section. If the candidate is a grouping, then a separate questionnaire must be completed for each group member. Please also indicate lot preference.		
A2	**Tax Compliance**	Candidates are required to complete a Self-Declaration Forms relating to A2, A3 and A4. Candidates 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	**Financial Capacity**			
A4	**Insurance**			
A5	**Personnel and Skills**	Candidates must demonstrate access to at least the minimum numbers of skilled personnel stated. Please note that the skills outlined may reside in the same person.		
A6	**Declarations**	Candidates must complete, sign and date this Declaration relating to Bona Fides, Statutory Compliance and also Article K (Regulation 2022/576) compliance. Non-compliant Candidates under any of the headings will be automatically disqualified.		
A7	**Accuracy and Completeness**	Candidates must complete, sign and date this declaration to confirm the accuracy, completeness and reliability of the information contained in this application and to identify the person authorised to make such confirmation on behalf of the Candidate.		
Ref.	**Weighted Criteria**	**Max pts.**	**Assessment**	**Min pts.**
B1	**Previous Experience**	8,000	Candidates should refer to three (3) separate contracts within the previous five (5) years which demonstrate that they have successfully delivered services of a comparable nature, scale and complexity to public or regulatory bodies, or on behalf of members of the public under family/surrogacy/fertility law. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability to the requirements of the Framework Agreement	4,000
B3	**Quality Assurance Measures**	2,000	Candidates should provide information on the measures in place to ensure the delivery of a quality service, for example by way of an externally certified system, or an equivalent in-house quality control process or system.	1,000
Total		**10,000**		**n/a**

[6] Application Form and Pre-qualification Questionnaire may be used interchangeably

SECTION A: Pass/Fail Criteria

A1 – Candidate Summary, Other Entities and Lot Preference	
Weighting: Pass/Fail **Pass Requirement:** Candidates must complete this Section	
Candidate Name and Confirm Candidate Status (Prime or other Entity)	
Contact Name:	
Position:	
Address:	
Telephone (Office):	
Telephone (Mobile):	
Email:	
Legal Status (Company, Sole Trader, etc.) Registration details/no.	
Country and Date of Establishment:	

A1b Relying on the Capacity of other Entities/Multiple Participation and Connected Entities				
Panel Applicants may rely on the capacity of other entities. However, full details must be provided below.				
Are any other entities involved in this Application, proposed delivery arrangements and/or being relied upon to satisfy any qualification requirement?	Yes		No	

Details of Entities Upon Whose Capacity Reliance is Placed (as applicable):			
Selection Criterion	Official name & address of entity	Role of Entity	Or Confirm the Prime Applicant is meeting criterion based on its own capacity
A3 Financial Standing			
A4 Insurance			
A5Personnel and Skills			
B1 Previous Experience			
B2 Quality Assurance			

Provide details below of any other entity referenced in the Application and/or to provide any element of service delivery:
Response:

Multiple Participation		
Is any entity identified in this section:	Yes	No
Submitting an application in its own right?		
Participating in another application including as subcontractor/another entity as being relied upon		
Involved in another application in any other capacity not already covered?		

If yes, provide details and explain the measures implemented and/or proposed to preserve confidentiality, independence and genuine competition.
Response

Declaration	
The Applicant confirms that:	
All entities being relied upon have been disclosed.	☐
Completed Section A documentation has been provided in respect of all relied-upon entities.	☐
Reasonable enquiries and due diligence have been undertaken in relation to multiple participation arrangements and connected entities.	☐

All known multiple participation arrangements and connected relationships have been disclosed.	☐
The Applicant has disclosed all measures implemented and/or proposed to safeguard confidentiality, independence and genuine competition.	☐
The Applicant acknowledges that disclosure alone does not mean that the arrangements will be accepted by the Contracting Authority.	☐

Name of Authorised Signatory:	
Position	
Signature	
Date:	

A1c – LOT PREFERENCE	
Where a Candidate has applied for both lots, they must indicate their lot preference which will be taken into consideration, but not guaranteed as part of tender evaluation stage/appointment as applicable	List preference as '1' or '2'
Lot 1: Regulatory Legal Support	
Lot 2: Corporate Operations Legal Support	

Self-Declaration Form (A2-A4)

A2 Tax Compliance

Weighting: Pass/Fail
Pass Requirement: Candidates must complete this Section which covers Tax compliance, Financial Capacity and Insurances.

Tax Compliance

Choose any of the options below:

Option 1:		
I confirm and declare being tax compliant. The Contracting Authority can verify your tax clearance status through Revenue's online facility at http://www.revenue.ie/en/online/tax-clearance.html	**Yes** ☐	**No** ☐
To this end, please confirm:		
Candidate's Name:		
Candidate's Tax Reference Number (PPSN):		
Access Number:		

OR

Option 2:		
I confirm that I hold a current valid Tax Clearance Certificate (generally relates to Non-Residents[7])	**Yes** ☐	**No** ☐
To this end, please confirm:		
Registration Number:		
Certificate Number:		

OR

Option 3:		
I confirm that I have applied for Tax Clearance status or a Tax Clearance Certificate which will be made available on request.	**Yes** ☐	**No** ☐

[7] Note for Non-Residents: Please note that a declaration of tax compliance is requested at the selection stage and applying for a tax certificate from the Irish Revenue Commissioners is required. Candidates have three options: a) To confirm and declare having a current and valid Tax Clearance Certificate in place and that tax affairs are in order; b) To confirm holding a valid paper tax clearance certificate; c) To confirm having applied for a Tax Clearance Certificate details of which will be made available as soon as available. Details are available from https://www.revenue.ie/en/starting-a-business/tax-clearance/apply-for-tax-clearance-certificate/index.aspx. Please note that there are no costs involved in this application process. If you possess a local tax certificate based on your country of operation this will be considered, however, you must commit to apply and have access to a tax clearance verification from the Irish Revenue Commissioners prior to award decision.

A3 Financial Capacity

Financial Capacity		
Please confirm the following by checking the relevant box ('Yes'/'No'):	**Yes**	**No**
I confirm that our turnover exceeded **€1,000,000** per annum in **one** of the last three financial years.	☐	☐
I confirm that as the Lead Party we meet this turnover requirement on our own	☐	☐
Or Third Parties relied upon (to meet turnover requirements)		
Where we are relying on another party to meet the turnover, I confirm that I will provide the following promptly on request: evidence of turnover for the past three financial years by way of auditor's letter or such other form of documentary evidence that is satisfactory to the Contracting Authority.	☐	☐
Declaration (applies whether you are relying on a third party or not)		
I confirm that I will supply independent and objective evidence of financial standing promptly when requested to verify the Candidate party/parties has/have the financial capacity to pay its current debts as they fall due.	☐	☐
Please provide turnover figures below.		

Turnover Relating to Lead Party		
Turnover in Financial Year 2025	**Turnover in Financial Year 2024**	**Turnover in Financial Year 2023**
€	€	€

Turnover Relating to Third Party being relied upon to meet the turnover rule		
Name of Third Party		
Turnover in Financial Year 2025	**Turnover in Financial Year 2024**	**Turnover in Financial Year 2023**
€	€	€

Comments:

A4 Insurances			
I confirm that we have the following insurances in place:			
Insurance Type	**Level in place**	**Details of Excess**	**Expiry Date**
Employer Liability	€13 million		
Public Liability	€6.5 million		
Professional Indemnity	€1.5 million each and every claim (excluding defence costs) or such higher amount as may be required by the Law Society of Ireland, the Legal Services Regulatory Authority or other applicable professional regulatory requirements, whichever is the greater		
Cyber Insurance	€2 million		
I confirm that I will provide the following promptly on request at any time prior to the award decision being made: Evidence of insurances in place or Letter from Insurance Broker confirming that the required levels could be put in place if successful		Yes	
		No	
I confirm that if successful, where the levels required under the contract or framework 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	
The Contracting Authority reserves the right, where justified by the nature, complexity, value or risk profile of a particular requirement, to specify higher insurance requirements in respect of a contract awarded under the Framework Agreement or a project/piece of work to be assigned under a contract for service, provided that any such requirements are proportionate to the subject matter of the relevant requirements. This would be specified as part of contract award/assignment of work procedures under the Framework Agreement as they apply to the particular requirement.			
Signed:			
Position:			
Date:			

A5 – Personnel & Skills

Weighting: Pass/Fail
Minimum requirement to remain eligible in the competition: Candidates must:

- Demonstrate access to at least the minimum numbers of skilled personnel stated below and that the personnel available to it collectively possess relevant expertise and experience across the scope of services described in Lot 2. Please note that the skills outlined may reside in the same person. and
- Provide an organisation chart, clearly identifying all relevant departments, divisions, and 3rd parties, if applicable.

Candidates are reminded that they may rely on the resources of other entities on condition that they are fully described, and that candidates can prove that they will have these resources at their disposal when required.

Role (Seniority)	Number of Full Time Equivalents (FTE)	Number of FTEs provided by 3rd Parties	Minimum Number Required
Partner (> 10 years' experience)			5
Senior Associate			5
Associates			5
Total			15

Demonstrate how the personnel identified above collectively provide the knowledge, skills and experience necessary to deliver services across the scope of Lot 2 by mapping those personnel to the relevant areas of expertise below. Personnel may be mapped to more than one area of expertise where appropriate.

Areas of Expertise	Number of Full Time Equivalents (FTE)	Number of FTEs provided by 3rd Parties	Total
Public and Administrative Law: Internal Governance and Administration			
Corporate Governance and Company Secretarial Support			
General Statutory and Public Sector Compliance			
Public Procurement, Capital Projects and Tendering			
Data Protection, Cybersecurity and Information Law			
Human Resources, Employment, Pensions			

and Industrial Relations			
Protected Disclosures and Independent Internal Investigations			
Commercial Contracts, Technology and Intellectual Property			
Commercial Property, Conveyancing and Landlord and Tenant			
Commercial Litigation, Dispute Resolution and Debt Recovery			
Total			

Reliance on other entities: Where other entities are providing resources, and clearly describe the nature of those arrangements and demonstrate that such resources will be at the disposal of the Candidates when necessary below. Candidates must ensure the entities are listed in Section A and align with responses to other criteria.				
Response:				
Organisational Chart included below or as an Appendix.	Yes		No	

A6 – Declarations

Weighting: Pass/Fail
Pass requirement: Candidates must complete, sign and date this Declaration. The Contracting Authority reserves the right at its discretion to exclude a non-compliant Candidate under each heading. This must be completed by each group member.

DECLARATION OF BONA FIDES

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

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

An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1	Please indicate if any of the following situations have applied, within the past three (3) years, or currently apply, to your organisation. The Economic Operator:	**Yes**	**No**
		Please indicate your answer by marking 'X' in the relevant box	
2.1a	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;		
2.1b	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;		
2.1c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1e	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;		
2.1f	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;		
2.1g	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.		
2.1h	• 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 • has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or		
2.1i	has undertaken to: • unduly influence the decision-making process of the contracting entity, or		

	• obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.		

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		
(ii)	Equal Status Acts 2000-2011		
(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		
(viii)	All relevant regulatory and legal requirements that apply to the Candidate at organisational, sectoral, national or EU level.		
(ix)	We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.		

Article 5K Declaration EU Regulation 2022/576 on restrictive measures in the Context of Russian Actions in the Ukraine			
A.	In the light of Russian actions in the Ukraine, the European Council adopted a new regulation – EU Regulation 2022/576, aimed at restricting participation in economic activity by economic operators from the Russian Federation. Article 5K of the Regulation prohibits the award or continuation of contracts falling within the scope of the Public Procurement Directives to persons or undertakings related to the Russian Federation. To comply with EU Regulation 2022/576, the Contracting Authority is seeking a declaration from economic operators to this effect.		
B.	I declare that none of the exclusions specified in EU Regulation 2022/576 apply to any party associated with this application.	**Yes**	**No**
This Declaration is made for the benefit of the Contracting Authority 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 in this Declaration will lead to my organisation being excluded from participation in this and future tenders and I am signing on behalf of:			

Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	

A7 Accuracy, Completeness and Authority

The purpose of this declaration is to confirm the accuracy, completeness and reliability of the information contained in this application and to identify the person authorised to make such confirmation on behalf of the Candidate.

The Candidate remains responsible for the contents of its application regardless of whether any part of the Application was prepared, drafted, reviewed or assisted by employees, partners, subcontractors, consultants, advisers, external service providers or technological tools.

Declaration of Accuracy, Completeness and Authority
By signing this declaration, the undersigned represents and confirms on behalf of the Candidate that: a) they are duly authorised to make this declaration on behalf of the Candidate with the necessary authority to bind the Candidate in respect of the matters contained herein; b) they have reviewed the Application and have undertaken such enquiries as they consider necessary to satisfy themselves as to the accuracy and completeness of its contents; c) all information, statements, representations and declarations contained in the Application are true, accurate, complete and not misleading; d) the Application has been subject to appropriate review, oversight and validation by the Candidate prior to submission; e) the information contained in the Application accurately represents the Candidate's technical and professional ability, experience, qualifications, resources, capacity and standing relevant to the delivery of the Services; f) the Application does not materially overstate, misrepresent or omit information relating to the Candidate's capability, experience, qualifications, resources, capacity or standing; g) the Candidate remains fully responsible for the contents of the Application irrespective of the means by which the Application, or any part thereof, was prepared including through the use of AI; h) where information contained in the Application has been provided and/or generated by a third party, adviser, consultant, affiliate, subcontractor, other person, or through the use of artificial intelligence the Candidate has satisfied itself as to the accuracy of that information and accepts responsibility for it as if it had been created directly by the Candidate; i) the Candidate understands that the Contracting Authority may place reliance on the information contained in the Application when assessing the Candidate's suitability for progression to the next stage of the competition/admission to the Framework;

j) the Candidate acknowledges that the Contracting Authority may seek clarification, supporting information and/or verification in respect of any information contained in the Application where it considers it appropriate to do so; and k) the Candidate acknowledges that the provision of materially inaccurate, misleading, incomplete or false information may result in the Application being excluded from further consideration in this competition	
Name of Economic Operator:	
Authorised Signatory:	
Name in Block Capitals:	
Position:	
Date:	

SECTION B: Weighted Criteria

B2 PREVIOUS EXPERIENCE
Weighting: 80% (Maximum 8000 points)
Minimum requirement to remain eligible in the competition: Candidates should refer to three (3) separate contracts within the previous five (5) years which demonstrate that they have successfully delivered services of a comparable nature, scale and complexity to the requirements of the Framework for Lot 2. The contracts referenced for consideration should provide comprehensive information to enable the Contracting Authority to determine their comparability.

The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise.

All fields should be completed in full. In the event that the information requested on the value of contracts or identity of clients is considered confidential, candidates must ensure that they provide sufficient information to allow the contracting entity to judge the similarity of these contracts to the services required. In the event that a specific question or element within a question within the reference table is not applicable, Candidates should provide an explanation.

Please note: There will be no limit on the number of pages/word count for submission. However, we encourage conciseness and clarity over volume. Irrelevant or excessive content should be avoided. Respondents should ensure that responses only contain the information necessary to address the specific questions.

Reference Contract #1				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Description of Contract:				

Question 1: Comparability to Lot 2:

Explain why the referenced contract is comparable to the Services required under Lot 2.

Your response should address:

- the nature and scope of the services provided;
- the regulatory, statutory, adjudicative, investigative, enforcement or public law context in which the services were delivered;
- the principal areas of law involved;
- the extent to which the contract involved matters comparable to complaints, investigations, inquiries, hearings, enforcement proceedings, litigation, appeals, statutory interpretation, legislative development or regulatory decision-making; and

- the aspects of the contract which are most relevant to Lot 2.

Response:

Question 2: Nature, Scale and Complexity

Describe the nature, scale, complexity and risk profile of the contract.

Your response should include:

- size, structure and seniority of the delivery team for the contract;
- volume and range of instructions undertaken;
- key stakeholders involved;
- principal legal, regulatory, procedural and operational challenges; and
- any particular sensitivities, novel issues or public interest considerations.

Candidates should provide quantitative information where available.

Response;

Question 3: Significant Matters, Cases and Outcomes

Describe up to three significant matters undertaken under the contract.

For each matter, provide:

- background and context;
- legal and regulatory issues involved;
- the Candidate's role and responsibilities;
- the significance and complexity of the matter;
- any investigation, inquiry, adjudicative, enforcement, litigation, judicial review or appeal elements;
- the outcome achieved; and
- where applicable, the significance of any judgment, determination, decision, enforcement outcome, precedent, legislative development or wider impact arising from the matter.

Candidates should identify any reported judgments, published decisions, significant regulatory outcomes or matters of wider public importance where disclosure is permitted.

Response:

Question 4: Candidate's Role and Contribution

Clearly describe the Candidate's role in delivering the referenced contract and matters cited above.

Your response should identify:

- whether the Candidate acted as sole adviser, lead adviser, joint adviser or specialist adviser;
- the extent of the Candidate's responsibility for delivery;
- whether other law firms, Counsel, experts or advisers were involved;
- the specific workstreams and responsibilities undertaken by the Candidate;
- the key personnel involved in delivery of the referenced contract and their roles and levels of seniority and
- whether, and to what extent, such personnel remain available to and accessible by the Candidate.

Where other advisers were involved, Candidates should clearly distinguish the work performed by the Candidate from that performed by others.

Response:

Question 5: Service Delivery, Resource Management and Value for Money

Explain how the services were delivered in a practical, proportionate and cost-effective manner.

Your response should address:

- allocation of work and resources;
- deployment of personnel at appropriate levels of seniority;
- management of costs and budgets;
- quality assurance arrangements;
- communication and reporting arrangements;
- management of deadlines and competing priorities;
- measures adopted to ensure responsiveness and continuity of service; and
- how value for money was achieved without compromising quality or outcomes.

Response:

Question 6: Delivery Challenges, Outcomes and Lessons Learned

Drawing on the referenced contract, describe:

7. a significant challenge, risk, issue or unforeseen development encountered during delivery; and
8. a significant aspect of the contract that was particularly successful.

Your response should explain:

- the circumstances and significance of the matter;
- the actions taken by the Candidate;
- the outcome achieved;
- the impact on the client and other stakeholders;
- the key lessons learned; and
- how those lessons have informed subsequent service delivery, quality assurance, risk management, client engagement or cost-control practices.

Response:

Question 8: Sustainability and Social Value

Describe any sustainability, environmental, social value or wider public benefit measures implemented in connection with the delivery of the contract.

Responses should focus on actions implemented in practice rather than policies or aspirations.

Your response should address:

- the measures implemented;
- the relevance of those measures to the services delivered;
- any environmental, social or community benefits generated;
- any diversity, equality, inclusion, training, mentoring, wellbeing or pro bono initiatives associated with the contract;

• how success was assessed; and • the outcomes achieved.
Response:
Any other relevant information:
Response:

Reference Contract #2				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Description of Contract:				

Question 1: Comparability to Lot 2:
Explain why the referenced contract is comparable to the Services required under Lot 2. Your response should address: • the nature and scope of the services provided; • the regulatory, statutory, adjudicative, investigative, enforcement or public law context in which the services were delivered; • the principal areas of law involved; • the extent to which the contract involved matters comparable to complaints, investigations, inquiries, hearings, enforcement proceedings, litigation, appeals, statutory interpretation, legislative development or regulatory decision-making; and • the aspects of the contract which are most relevant to Lot 2.
Response:
Question 2: Nature, Scale and Complexity
Describe the nature, scale, complexity and risk profile of the contract. Your response should include: • size, structure and seniority of the delivery team for the contract; • volume and range of instructions undertaken; • key stakeholders involved; • principal legal, regulatory, procedural and operational challenges; and • any particular sensitivities, novel issues or public interest considerations. Candidates should provide quantitative information where available.
Response;
Question 3: Significant Matters, Cases and Outcomes
Describe up to three significant matters undertaken under the contract.

For each matter, provide:

- background and context;
- legal and regulatory issues involved;
- the Candidate's role and responsibilities;
- the significance and complexity of the matter;
- any investigation, inquiry, adjudicative, enforcement, litigation, judicial review or appeal elements;
- the outcome achieved; and
- where applicable, the significance of any judgment, determination, decision, enforcement outcome, precedent, legislative development or wider impact arising from the matter.

Candidates should identify any reported judgments, published decisions, significant regulatory outcomes or matters of wider public importance where disclosure is permitted.

Response:

Question 4: Candidate's Role and Contribution

Clearly describe the Candidate's role in delivering the referenced contract and matters cited above.

Your response should identify:

- whether the Candidate acted as sole adviser, lead adviser, joint adviser or specialist adviser;
- the extent of the Candidate's responsibility for delivery;
- whether other law firms, Counsel, experts or advisers were involved;
- the specific workstreams and responsibilities undertaken by the Candidate;
- the key personnel involved in delivery of the referenced contract and their roles and levels of seniority and
- whether, and to what extent, such personnel remain available to and accessible by the Candidate.

Where other advisers were involved, Candidates should clearly distinguish the work performed by the Candidate from that performed by others.

Response:

Question 5: Service Delivery, Resource Management and Value for Money

Explain how the services were delivered in a practical, proportionate and cost-effective manner.

Your response should address:

- allocation of work and resources;
- deployment of personnel at appropriate levels of seniority;
- management of costs and budgets;
- quality assurance arrangements;
- communication and reporting arrangements;
- management of deadlines and competing priorities;
- measures adopted to ensure responsiveness and continuity of service; and
- how value for money was achieved without compromising quality or outcomes.

Response:

Question 6: Delivery Challenges, Outcomes and Lessons Learned
Drawing on the referenced contract, describe: 9. a significant challenge, risk, issue or unforeseen development encountered during delivery; and 10. a significant aspect of the contract that was particularly successful. Your response should explain: • the circumstances and significance of the matter; • the actions taken by the Candidate; • the outcome achieved; • the impact on the client and other stakeholders; • the key lessons learned; and • how those lessons have informed subsequent service delivery, quality assurance, risk management, client engagement or cost-control practices.
Response:
Question 8: Sustainability and Social Value
Describe any sustainability, environmental, social value or wider public benefit measures implemented in connection with the delivery of the contract. Responses should focus on actions implemented in practice rather than policies or aspirations. Your response should address: • the measures implemented; • the relevance of those measures to the services delivered; • any environmental, social or community benefits generated; • any diversity, equality, inclusion, training, mentoring, wellbeing or pro bono initiatives associated with the contract; • how success was assessed; and • the outcomes achieved.
Response:
Any other relevant information:
Response:

Reference Contract #3				
Client Name:				
Contact Name:				
Contact email:				
Delivery Date:	From		To	
Contract Value:	€		Period value refers to	
Description of Contract:				

Question 1: Comparability to Lot 2:
Explain why the referenced contract is comparable to the Services required under Lot 2. Your response should address: • the nature and scope of the services provided; • the regulatory, statutory, adjudicative, investigative, enforcement or public law context in which the services were delivered; • the principal areas of law involved; • the extent to which the contract involved matters comparable to complaints, investigations, inquiries, hearings, enforcement proceedings, litigation, appeals, statutory interpretation, legislative development or regulatory decision-making; and • the aspects of the contract which are most relevant to Lot 2.
Response:
Question 2: Nature, Scale and Complexity
Describe the nature, scale, complexity and risk profile of the contract. Your response should include: • size, structure and seniority of the delivery team for the contract; • volume and range of instructions undertaken; • key stakeholders involved; • principal legal, regulatory, procedural and operational challenges; and • any particular sensitivities, novel issues or public interest considerations. Candidates should provide quantitative information where available.
Response;
Question 3: Significant Matters, Cases and Outcomes
Describe up to three significant matters undertaken under the contract. For each matter, provide: • background and context; • legal and regulatory issues involved; • the Candidate's role and responsibilities;

- the significance and complexity of the matter;
- any investigation, inquiry, adjudicative, enforcement, litigation, judicial review or appeal elements;
- the outcome achieved; and
- where applicable, the significance of any judgment, determination, decision, enforcement outcome, precedent, legislative development or wider impact arising from the matter.

Candidates should identify any reported judgments, published decisions, significant regulatory outcomes or matters of wider public importance where disclosure is permitted.

Response:

Question 4: Candidate's Role and Contribution

Clearly describe the Candidate's role in delivering the referenced contract and matters cited above.

Your response should identify:

- whether the Candidate acted as sole adviser, lead adviser, joint adviser or specialist adviser;
- the extent of the Candidate's responsibility for delivery;
- whether other law firms, Counsel, experts or advisers were involved;
- the specific workstreams and responsibilities undertaken by the Candidate;
- the key personnel involved in delivery of the referenced contract and their roles and levels of seniority and
- whether, and to what extent, such personnel remain available to and accessible by the Candidate.

Where other advisers were involved, Candidates should clearly distinguish the work performed by the Candidate from that performed by others.

Response:

Question 5: Service Delivery, Resource Management and Value for Money

Explain how the services were delivered in a practical, proportionate and cost-effective manner.

Your response should address:

- allocation of work and resources;
- deployment of personnel at appropriate levels of seniority;
- management of costs and budgets;
- quality assurance arrangements;
- communication and reporting arrangements;
- management of deadlines and competing priorities;
- measures adopted to ensure responsiveness and continuity of service; and
- how value for money was achieved without compromising quality or outcomes.

Response:

Question 6: Delivery Challenges, Outcomes and Lessons Learned

Drawing on the referenced contract, describe:

11. a significant challenge, risk, issue or unforeseen development encountered during delivery; and

12. a significant aspect of the contract that was particularly successful.

Your response should explain:

- the circumstances and significance of the matter;
- the actions taken by the Candidate;
- the outcome achieved;
- the impact on the client and other stakeholders;
- the key lessons learned; and
- how those lessons have informed subsequent service delivery, quality assurance, risk management, client engagement or cost-control practices.

Response:

Question 8: Sustainability and Social Value

Describe any sustainability, environmental, social value or wider public benefit measures implemented in connection with the delivery of the contract.

Responses should focus on actions implemented in practice rather than policies or aspirations.

Your response should address:

- the measures implemented;
- the relevance of those measures to the services delivered;
- any environmental, social or community benefits generated;
- any diversity, equality, inclusion, training, mentoring, wellbeing or pro bono initiatives associated with the contract;
- how success was assessed; and
- the outcomes achieved.

Response:

Any other relevant information:

Response:

B3 QUALITY ASSURANCE MEASURES

Weighting: 20% (Maximum2000 points)

Minimum requirement to remain eligible in the competition: Candidates should provide information on the measures in place to ensure the delivery of a quality service and any details of third-party certification relevant to the requirements of the Framework Agreement and pertinent to the Candidate.

Please note: There will be no limit on the number of pages/word count for submission. However, we encourage conciseness and clarity over volume. Irrelevant or excessive content should be avoided. Respondents should ensure that responses only contain the information necessary to address the specific.

Describe the key organisational measures which you consider most important to ensuring the consistent delivery of high-quality legal services.

Candidates should focus on the measures, controls, governance arrangements, and ways of working which have the greatest practical impact on service quality within their organisation, to include effective file/brief sharing/collaboration mechanisms and cost containment/minimisation measures.

For each measure identified, Candidates should explain:

vi. what the measure is;
vii. why it is important;
viii. how it operates in practice;
ix. who is responsible for its operation and oversight; and
x. how the Candidate satisfies itself that the measure is operating effectively.

Candidates should focus on the measures they consider most significant and are not required to describe every quality assurance process operating within the organisation.

Response:

Candidates should identify any external indicators, accreditations, appointments, memberships, recognitions or other factors which they consider demonstrate their commitment to the delivery of high-quality legal services.

Responses may include, where relevant:

- externally certified quality management systems;
- professional accreditations or certifications;
- recognised quality standards;
- appointments to public sector, regulatory or other professional panels;
- memberships of professional associations, specialist legal bodies or industry groups;
- rankings, awards or professional recognitions;
- participation in law reform, regulatory, professional or academic initiatives;
- publications, thought leadership or contributions to professional practice; and
- other quality indicators relevant to the delivery of legal services.

• Candidates should explain the relevance of any such matters to the delivery of the Services and the extent to which they contribute to quality, consistency, professional standards and continuous improvement within the organisation.
Response:

If externally certified, please provide details of:	
Name of certification body:	
Date of certification:	
Scope of certification:	
Please set out high level detail on your quality assurance measures:	
Date of first certification:	
Date of most recent renewal:	
Name of person responsible for quality management:	
Please also attach a copy of the relevant certificate you're your submission	