

Mayo County Council

**REQUEST FOR QUOTATION**

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| 1. Subject of Quotation:
 |
| Provision of Services for Mayo LGBTI+ Network to develop a Strategic 3-year Work Plan 2022 - 2024 |
| Key Dates |
| Issue Date | March 25th 2022 |
| Closing Date for Queries | 1pm on Wednesday 13/4/2022 |
| Closing Date for Quotations | 5pm on Monday 25/4/2022 |
| Contact for Queries |
| E mail address : community@mayococo.ie |
| Format for submission of quotations – |
| E mail ONLY to : community@mayococo.ie |

# SCOPE OF REQUIREMENT

## 2.1 Specification of Requirements

 **Background and Context**

The Mayo LGBTI+ Network was formed in 2020 and comprises various stakeholders including Equality Mayo, OutWest, Family Resource Centre Representative, Don’t Label It & Tacu Ballinrobe, Foroige, Mayo County Council, Mayo CYPSC, South West Mayo Development Company, Mayo North East, MSLETB, Mayo Traveller Support Group  and Mayo Comhairle na nÓg.

**Vision** is help create a safe, fair and inclusive Mayo where people can live inclusive, healthy and fulfilling lives whatever their gender identity or expression, sexual orientation or sex characteristics.

**Mission** is to help promote inclusion, protect rights and improve quality of life for LGBTI+ citizens helping them to participate fully in Mayo life i.e. socially, economically, culturally and politically.

The Mayo LGBTI+ Network adopt a collaborative and interagency approach to addressing the needs of our LGBTI+ citizens.

The network has agreed to develop a **3-year strategic Work Plan** to assist and guide the work of the LGBTI+ Network over the next 3 years.

The network recognise that:

* Mayo is unique in terms of demographics and that challenges exist including reaching people within our communities due to isolation and geographical location.
* That many LGBTI+ citizens from all age categories i.e. young & old, can feel isolated and alone within our communities.
* That there are challenges and issues that need to be tackled. LGBTI+ citizens do not always feel safe in the public space. They can experience unacceptable levels of harassment, discrimination in some workplaces and can face health issues.
* That Covid 19 has amplified some of these issues creating significantly more isolation and loneliness too.

The network now wishes to develop a **Work Plan** which will form a framework for action to address issues and gaps within the limitations of the funding and resources available to them.

The network has received funding to develop this 3-year strategic **Work Plan** and are now requesting quotations from interested consultancies/organisations/individuals who are interested in developing same in consultation within this and the wider community.

The 3 Year Strategic **Work Plan** will form the basis for the network in setting out its work over the next 3 years (within the limitations/boundaries of its resources i.e. funding and personnel).

**Project Aim and Objectives**

* To review existing local and national strategies, that include objectives that are specific to the Mayo LGBTI+ community. All relevant documentation nationally and locally such as reports & strategies should be reviewed in the preparation and development of the Work Plan e.g. National LGBTI+ Strategy, Healthy Mayo Strategy, Local Economic Community Plan, etc.
* To identify gaps in supports & services for LGBTI+ citizens in Mayo.
* To set out actions to create positive changes for the betterment of quality of life for our LGBTI+ citizens in Mayo in urban and rural communities.
* To Identify priorities for network in line with budget and resources.
* The Work Plan should include a 3-year calendar setting out achievable actions within the timeframe.
* In consultation with the Mayo LGBTI+ Network, LGBTI+ groups and individuals in Mayo/Connacht and other relevant stakeholders produce a realistic and practical 3-year strategic Work Plan from 2022-2024.
* Proposed actions will be underpinned by the core principles which are Equality, Respect for Diversity, Visibility, Collaboration, Accessibility and Accountability.

**Tasks**

The successful tenderer will: -

* Review all relevant existing literature i.e. Strategies, Reports, Reviews, Research such as the National LGBTI+ Inclusion Strategy, LGBTI+ National Youth Strategy, Age Friendly Strategy, Migrant inclusion Strategy, Healthy Mayo Strategy, etc.
* Continuously consult with the network and other relevant stakeholders e.g. other LGBTI+ Groups & Individuals who may not be members of the network so that a **Work Plan** can be formulated that is relevant and practical and can form a framework to make changes for the better within Mayo for our LGBTI+ citizens.
* Liaise with Mayo LGBTI+ network who will steer the project
* Produce a quality written report, with clearly identified deliverable tasks and objectives within the period set down.
* Ensure the voice of the child and young person is heard throughout the research process.
* Ensure the voice of LGBTI+ citizens of all ages living in our county is heard throughout the research process
* Hold at least four focus groups with different groups from the LGBTQI+ community and LGBTQI+ stakeholders to ensure that the lived experience of the Mayo LGBTQI+ community is reflected in the priorities and work plan

**Outputs**

* **Research report** – A clearly written Work Plan, indicating tasks/objectives, assigned to various partner organisations and timelines for delivery.
* **Regular updates** – Bi-weekly updateson the progress of the work.
* **Presentation to the steering group -** of research findings and associated Action Plan deliverables.

**Timescale**

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| **Key Task** | **Timescale** |
| Initial meeting with steering group  | Early May 2022 |
| Review of existing data and reports  | May/June 2022 |
| Draft Work plan based on research finding | July 2022 |
| Production of final report | August/Sept 2022 |

**Requirements for submission of tenders**

Tenderers must provide information on

* Proposed budget / costings to deliver requirements.
* Detail of relevant experience and expertise.
* Cost

**Assessment of tenders received**

* The tender process will be managed by the LGBTI+ network which comprises the project steering group

**Criteria for selection stage**

* Background and experience in Social Inclusion/Community Development/Social Care/Children and Young People’s Services Provision / experience of working with young people
* Quotation within available budget €7317 (VAT EXCLUSIVE)

**Criteria for award stage:**

 ***Weighting***

Quality of proposal 40%

Demonstrated ability to carry out requirements 30%

Price and value for money 30%

* Please note that a clarification meeting, including a presentation by and interview of, the tenderers may form part of the RFQ award process if deemed necessary by the assessment panel.
* The names and contact details of at least two referees in relation to recent pieces of relevant work must be provided. These referees may be contacted as part of the RFQ assessment process.

# INSTRUCTIONS FOR FIRMS QUOTING

### Closing Date

The closing date for receipt of quotations of this document is 5pm on Monday 25/4/2022

Quotations that are received late will not be considered in this competition.

### Submission of Quotations

Quotations should be submitted via e mail only to community@mayococo.ie

### Queries

All queries regarding this quotation should be by e mail only clearly marked: Query for Quotation for LGBTI+ Network Work Plan

Queries should be raised as soon as possible and before 1pm on Wednesday 13/4/2022

Conflict of Interest

Any conflict of interest involving a firm (or firms in the event of a consortium bid) must be fully disclosed to The Contracting Authority. Any registrable interest involving the firm and The Contracting Authority or employees of The Contracting Authority or their relatives must be fully disclosed in the quotation submission or should be communicated to The Contracting Authority immediately upon such information becoming known to the firm, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms ‘registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a firm or invalidate an award of contract, depending on when the conflict of interest comes to light.

### Freedom of Information Acts

All responses to this invitation to quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the firm 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 and procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Firms are asked to consider if any of the information supplied by them in response to this request for quotation should not be disclosed because of its sensitivity. If this is the case, firms should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

### Data Protection

Firms are required to comply with all directions of the Contracting Authority with regard to:

1. the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003);
2. local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities
3. comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to:
	* + - Data Protection Acts, 1988 and 2003 and
			- All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

### Tax Clearance Certificate

It will be a condition of award of this contract and any subsequent contract that the successful firm(s) comply with all EU and national tax laws. Firms are referred to the Irish Revenue web site <http://www.revenue.ie/>. Non-resident firms should apply to the Office of the Revenue Commissioners, Non-Resident Tax Clearance Unit, Office of the Collector General, Sarsfield House, Francis Street, Limerick, Ireland; e-mail: nonrestaxclearance@revenue.ie.