

REQUEST FOR QUOTE:

THE PROVISION OF A CONSULTATIVE PROCESS THAT WILL SUPPORT AND FACILITATE THE BOARD OF THE BALLYMUN JOB CENTRE CO-OP SOCIETY LIMITED TO DEVELOP A NEW STRATEGIC PLAN TO COVER THE PERIOD 2024 TO 2028.

Issued by: Ballymun Job Centre Co-Op Ltd
Ground Floor
Ballymun Civic Centre
Ballymun
Dublin 9

Date: 14th July 2023

Background: Ballymun Job Centre

Established in 1987 the Ballymun Job Centre Co-op Society Ltd (BJC) was the first community-based employment service in Ireland. Its roots can be found in the major economic and social challenges facing the Ballymun community in the 80s and since. BJC is a Cooperative, not for profit charity governed by a Board of Management with over 30 years of experience providing employment services to long term unemployed and other disadvantaged job seekers. BJC has extensive experience in delivering and managing projects, programmes, and services.

The BJC was set up by members of the local community concerned about the very high levels of unemployment in the area. The BJC is guided by a belief that the best way to address poverty and welfare dependency and achieve social and economic inclusion is to support individuals to access employment. Many clients have multiple barriers to employment including low formal education, low basic skills, poor work histories/ long term unemployment, low self-esteem/ coping abilities, dependency on welfare, involvement in antisocial behaviour, addictions, criminal histories, early school leaving, disabilities, and mental health difficulties for example. The BJC therefore provides a wide range of services and activities to help overcome these barriers and support people towards the labour market.

The first service established by the BJC was its placement and job matching service. As the BJC developed it introduced an employment guidance service to support clients to develop their skills and educational levels by accessing education and training. BJC has managed and delivered programmes and services for Mount Street Trust, Ballymun Partnership, EU Urban Programme, EU Horizon Programme, and City of Dublin Education and Training Board (CDETB). It was involved in the delivery of the Ballymun Youth Guarantee Pilot on behalf of the DSP. Since the 1990s the BJC has accessed EU funding as a resource to develop innovative responses to enhance the services provided to clients.

The BJC managed the Local Employment Services (LES) and Jobs Club in Ballymun from 1996 to 2022 and the LES in Balbriggan from 2017 to 2022. The BJC is contracted by the Department of Social Protection to provide the Local Area Employment Service (LAES) in Ballymun, Whitehall, Swords and Balbriggan. It works on several other programmes and services, including employment, guidance and training service for clients recovering from drug and alcohol dependency on behalf of the local drugs task force and funded through the City of Dublin Youth Services Board (CDYSB). BJC delivers support to clients of the Probation Services involved in the Joint Agency Response to Crime (J-ARC) initiative funded by the Department of Justice. BJC manages the Job Initiative Programme (JI) in Ballymun and runs two programmes supported by JP Morgan Chase: a pre-apprenticeship programme and a simulated work experience programme focusing on the IT sector. It also implements a project supported by Salesforce provided career guidance to disadvantaged groups.

Background

The BJC current has a strategic plan that guide the direction of the organisation and its services. The Plan outlines the objective, outputs, and outcomes the BJC sets itself and acts as a benchmark to measure the achievements of the organisation. The period of the current plan is coming to an end and the Board is now starting the process of developing a new strategic plan that will cover the period 2024 to 2028. This new plan will guide the Board's work over this period. To assist the Board, develop its new strategic plan the BJC is looking

to engage the services of a suitably experienced and qualified individual/s or organisation who can provided the BJC with professional facilitation and supports as it develops its plan. The individual/s or organisation will work with the Board in the BJC in the preparation of its new strategic plan.

Terms of Reference

The work will involve the implementation of a consultative process that will support the Board of the BJC to develop a new strategic plan to cover the period 2024 to 2028. Element of the process will include but not limited to the following:

Consultation with Clients of the BJC

The work will involve designing and carrying out a survey amongst a sample of clients of the BJC, across all programmes and activities. The questionnaire should explore the experience of services/ programmes that they accessed, as well as current/ ongoing support needs. In addition to the questionnaire the work will involve facilitation of focus groups with former and current clients of the BJC. Among other areas the focus groups should be facilitated to consider their plans and future support needs, barriers to accessing education, training and work, and service users' views on the needs of the wider community and how the BJC can work with the community.

Consultation with Staff

The work will involve a process to engage staff of the BJC in facilitated group discussions on the current strategic objectives, and priorities and opportunities for the next strategic plan. This discussion will consider the operational context of the Ballymun Job Centre, needs of clients and wider community, and the needs and challenges of the Ballymun Job Centre as an organisation.

Joint Board and staff discussions

The work will involve the implementation of a joint planning process between the Board and the management team and the Board, Management Team, and staff. It is anticipated that the focus will be on confirming the strategic objectives and outcomes arising from the consultation process. It will also consider the resources required to achieve the strategic objectives, and risks that may arise. The process will agree a draft outline of the Strategic Plan.

Consultation with External Stakeholders

The work will involve the development and implementation of a wider consultation process with external stakeholders, including community organisations, voluntary organisations, state agencies, employers, and elected representatives. The consultation should obtain feedback from stakeholders on what the needs of their target groups/ community of interest are; whether the plan reflects the needs of the community; what – if any - gaps there are in the plan; what opportunities there may be for collaboration with their organisation during the period of the strategic plan. These findings will be collated and written up for circulation to the board.

Final draft strategic plan

The work will involve writing up the final comprehensive draft of the strategic plan for presentation to the board for approval.

The contract will involve attendance at meetings with Board, staff of the BJC and other stakeholders as required and production of progress reports.

Ownership of Document and Publication

Ownership of all copyright rests with the Ballymun Job Centre Co-op Society Ltd (BJC).

Reservations

- (i) The BJC reserves the right not to award the contract if no proposal is found suitable.
- (ii) The BJC reserves the right to review the terms of the contract and/or to terminate the contract at one month's notice.

Reporting Arrangements

The person appointed will report to the Chairperson and General Manager of the BJC or another staff member appointed by the General Manager.

Timescale

The specific timescale for the work will be agreed with the successful applicant, however it is anticipated that the work will cover the period from the awarding of this contract to the end of 2023 but can be extended by agreement.

Required Format of quotes

General information

- Name, address, contact name of applicant
- Phone numbers and e-mail address;
- Name of person dealing with the matter;
- Name, address, phone number of any third party involved in the quote;
- Description of role or element of contract to be fulfilled by any third party;
- Identification of the individual who will have overall responsibility for the contract;
- Evidence of work undertaken – the proposal should provide evidence that the applicant has delivered on similar work previously and if requested contact details for referees;
- Background of the people who will be working on the project. This should state the person's specific experience and training in this field and the relevant knowledge and skills they bring to the work;
- Detail of the work they propose to undertake and outline of what approach will be taken / actions to be undertaken
- Timescale
- The outputs that will result from the work

Costs

The quotation for the tender shall be set out as follows:

- Costs per day
- Number of days
- VAT Costs
- Any additional Costs

Value of the Work

The value of the contract is expected to be in the region of €8,000.00 to €10,000.00 to include all taxes, costs, etc.

Evaluation and Award Criteria

The contract will be awarded from the qualifying tenders taking account of the following;

- Evidence that (s)he/they possesses the requisite skill sets to carry out this study
- Demonstrated knowledge/track record in the field of project evaluation
- Clear demonstration and understanding of the scope of the proposal
- Cost
- Overall assessment and quality of proposal

General Conditions

Detailed contractual arrangements are not within the scope of this document. However, the following conditions should be noted as they will form part of the final contract:

- a. Any conflicts of interest involving a contractor must be fully disclosed to the Ballymun Job Centre, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the applicants.
- b. The Ballymun Job Centre will accept no responsibility for any costs incurred in formulating or presenting a response to the request for quotes.
- c. Information supplied by the applicants will be treated as contractually binding. However, The Ballymun Job Centre reserves the right to seek clarification or verification of any such information.
- d. All materials and information disclosed to the applicants during the project shall be treated as confidential by the applicants and any third parties engaged or consulted by them.
- e. All information provided by the applicants will be treated in strict confidence subject to the provisions of paragraph f below. Similarly, the Ballymun Job Centre requires that all information provided pursuant to this invitation to quote will be treated in strict confidence by applicants.

- f. The Ballymun Job Centre undertakes to ensure the confidentiality of information provided in response to this invitation to quote, subject to The Ballymun Job Centre obligations under the law. The applicant should notify the Ballymun Job Centre if it considers that any of the information it supplies should not be disclosed because of its sensitivity. The Ballymun Job Centre will consult about the information before deciding, however, the decision on the release of information rests ultimately (under external review) with the Data Protection Commissioner.
- g. Before a contract is awarded, the successful contractor (and agent, where appropriate) will be required to produce, within 7 days a Tax Clearance Certificate from the Irish Revenue Commissioners or other appropriate body agreed with the Ballymun Job Centre.
- h. Where a tax clearance certificate expires within the course of the contract, the Ballymun Job Centre reserves the right to seek a renewed certificate. All payments under the contract will always be conditional on the contractors being in possession of a valid certificate.
- i. Payment for all services covered by the contract issued to the successful applicant will be on foot of appropriate invoices. Payment will be linked to the successful completion of tasks or project stages. Tasks/project stages will be discussed with the successful applicant.
- j. The Ballymun Job Centre is not bound to accept the lowest quote, or any quote offered.
- k. Prices and rates quoted should be expressed in Euros and exclusive of VAT. The VAT rate(s) applicable and costs inclusive of VAT should be indicated separately. The cost quoted will hold good for 90 days after the closing date for receipt of quotes. Prices quoted cannot be increased during the currency of the contract.
- l. The cost stated must be the best and final offer. Please note that errors will not be corrected. A responder will be asked to stand by their quotes, irrespective of errors, or at their option withdraw their quotes.
- m. Quotes that are late or incomplete will not be considered.
- n. Proposals should be sent by e mail to Mick Creedon creedonm@bmunjob.ie by 5:00pm Friday 28th July 2023.

Queries

Any queries concerning this request for quote should be addressed to:

Mick Creedon creedonm@bmunjob.ie

Ballymun Job Centre

Ballymun Civic Centre

Dublin 9 Ph- 01 8667000 or 087 2500582