



Request for Tenders

STRATEGIC PLANNING PROCESS

**Development of the Cavan Sports Partnership
Strategic Plan 2017 - 2021**



Introduction

The Cavan Sports Partnership (CSP) was established in 2008 following a successful bid to Sport Ireland. The key aims of the Local Sports Partnership is to increase participation in sport through coordination ensuring that local resources are used to best effect. Cavan Sports Partnership aims to enable the ongoing development of quality sporting and active recreational opportunities throughout County Cavan in an environment that promotes healthy lifestyles, maximum participation and achievement.

The outcomes sought from the Local Sports Partnerships by Sport Ireland include:

- Enhanced planning of sport at local level
- Increased levels of local participation, especially amongst specific target groups such as older people, girls and women, people with disabilities, unemployed people and those who live in identified disadvantaged communities
- Club development & Volunteer training
- Local directories of sports bodies and facilities
- Clear priorities for facility provision and improvement, with related quality management initiatives
- School/ club/ community and school/ NGB links
- Local Sports events

Cavan LSP is supported in its work by a Board of Management with a broad spectrum of representative groups on the board including sports clubs, voluntary/ community groups and statutory bodies.

The CSP employs a Sports Co-ordinator, Sports Administrator, a Community Sports Development Officer and a part time Sports Inclusion Development Officer whose posts are funded by Sport Ireland and Cavan County Council.

The first strategic plan of Cavan sports partnership 'Sport for Life, Sport for All' was developed in 2008 and a second strategic plan followed in 2013.

The CSP strategic plan 'Sport for Life, Sport for all' 2013-2015 identified four key strategic themes which were:

- 1) Participation;
- 2) Sports and Activity pathways;
- 3) Communications;
- 4) Structures and administration;

Strategic Planning Process

Cavan Sports Partnership wishes to engage a consultant to facilitate the development of the 2017 – 2021 CSP strategic plan.

Requirements

The consultant will facilitate the preparation of a new strategic plan for 2017-2021.

Tasks in the development of the Strategic Plan 2017-2021 to be completed by consultant:

- Consultation with the Sports Co-ordinator in the form of 3 face to face meetings and as necessary, email and telephone communication.
- Board development and planning workshop (3 hours) with the CSP Board of Management involving debate on vision, mission, goals, objectives and key issues for sport and recreation.
- One to one meetings with CSP Chairperson, Cavan Co. Co and Sport Ireland;
- Three Public consultation meetings (1x East Cavan, 1 x West Cavan, 1 x Cavan Town) to be conducted in the evening time.

- Two consultations to be conducted with key agencies during working hours. (key agencies to include; Primary & Secondary Schools, Third level college, Sporting RDO's, RAPID, GARDAI, FAS, Community Development Workers.)
- Draft framework document developed
- Write up of final strategy taking into account feedback and suggested changes from CSP.
- All consultations are to be completed by May 2017

Approach:

- The successful consultant will have responsibility for driving the initiative which will draw on their necessary expertise and knowledge.
- The consultant will report to the coordinator of Cavan Sports Partnership on the project on a regular basis.

Timeframe:

It is envisaged that the consultant's involvement in the Strategic Plan development will be initiated on **Monday 3rd April 2017** and completed by **Friday 26th May 2017**.

Response to the Tender must include:

- Process/ timetable listing key milestones and dates for meeting the deadline
- Description of team, expertise and experience
- Detailed budget
- Rates for time charges (see appendix 1)
- Identification of any conflicts of interest
- Referee: contact details must be supplied for 2 referees' that the management group can contact who has used the proposed consultant for similar/ related work.

Budget:

The budget available for the total project is €3,000 (Including VAT and expenses)

Please outline clearly all fees. A detailed breakdown of costs associated with all elements of the project should be submitted. A current tax clearance certificate will be required. This contract will be awarded on the basis of a fixed price contract, and as such, all costs must be quoted (and clearly indicated) as a fixed price in Euro.

The successful consultant is expected to work within the agreed budget and report regularly on budgetary issues.

Insurance:

The successful consultant will be required to submit evidence of relevant professional indemnity and insurance details.

Timetable:

- The closing date for receiving proposals is **5pm, Thursday 30th March 2017**. It is important that key milestones for completion of this project are clearly outlined.
- Potential consultants may be required to attend for interview.

Lodging a Tender:

- Consultants responding to this brief are required to nominate a lead person from their organisation as a point of contact.
- Consultants are required to provide details of all key staff and experience in the provision of these services.
- Late proposals will not be considered.
- All supporting material and documentation should be included in the response.
- All costs associated with the consultant's response to the Request for Tenders will be the responsibility of the consultant.

- Three copies of tender are to be included in the application.

Tender Acceptance:

- Cavan Sports Partnership is not bound to accept the lowest, or any tender and will award the contract to its best advantage.
- All unsuccessful tenders will also be advised of the result.
- Unless otherwise expressly agreed, there shall be no binding contract between the tender and the CSP unless or until, a written contract is signed by both parties.

Cavan Sports Partnership Expressly Reserves the Right to:

- Extend the time of lodgement of responses to the Request for Tender and/or to vary the timings and process for their Request for Tender.
- Vary any requirements of the services required for the Request for Tender.
- Following evaluation, accept or reject any or all responses to the Request for Tender.
- Seek and obtain clarification of any responses to the Request for Tender, including additional information.
- Request providers to amend their responses.
- Accept any proposal in part or in total.

Tender Evaluation Process:

Initially the tender proposals will be checked for compliance with the Request for Tender conditions. Potential consultants will be assessed both on their tender proposal and if required, a follow up interview.

They will be assessed against the following major attributes: (see appendix 2)

1. Interpretation of the brief and proposed methodology. (300)
2. Proven capability and experience in research, consultation and relevant field of work. (300)
3. Capacity to complete the work within the stated timeframe. (200)
4. Cost. (200)

Copyright and Confidentiality

The consultant will be required to assign copyright of the report to Cavan Sports Partnership. Copyright for any illustrations or other material used should be cleared by the consultant. Sections of the report may be made available for public use by Cavan Sports Partnership.

Freedom of Information

Cavan Sports Partnership operates under the Freedom of Information Act 1997 and all information held by the Sports Partnership (including proposals submitted in response to this brief) may be subject to requests under the Act.

Contact:

Please return tender to the address below, with
all queries directed to same:

**Closing Date: Thursday 30th
March 2017**

**Nadine Mc Cormilla
Sports Coordinator
Cavan Sports Partnership
Cavan County Council
Farnham Centre,
Farnham St.
Cavan.**

Tel No: 049-4378582
Email: ncrotty@cavancoco.ie

Appendix 1

Rates for Time Charges

Grade	Hourly Rate
Consultant	€
	€
	€

Appendix 2

Marking Scheme

Cavan Sports Partnership Strategic Plan 2017 - 2021

Marking Scheme

1. Interpretation of the Brief and Proposed Methodology	300
Outline your approach	100
Outline your methodology	100
Outline your understanding of the deliverables	300
2. Proven Capability and Experience in Consultation and relevant field of work	300
Provide CV's of the person(s) to be assigned to the project detailing Roles and Responsibilities	150
Qualifications	150
3. Capacity to complete work within stated timeframe	200
4. Cost	200
Total Marks	1000