

Clarification Question	IHREC Response
Is there a budget allocated to support the provision of services described in the RFQ, and is that information available to tenderers?	Yes, a budget has been allocated to support the provision of services as required. This information is not available to the tenderers.
Is the service provider to attend the 3 x 0.5-day thought forum events?	Yes, the service provider is expected to attend the 3 events.
What proportion of the 15 key stakeholder interviews are expected to be in person versus online?	5 of the 15 interviews are expected to take place in person.
Where is the expected location for the strategy sessions and team consultation events?	The Commission strategy sessions and staff consultation events are expected to take place in IHREC's offices.
Where is the expected location for the in-person stakeholder interviews?	The in-person stakeholder interviews are expected to take place in Dublin.
Is it the intention of IHREC to appoint an internal strategy project team and project lead to support the process, organise workshop arrangements, and set up appointments with key stakeholders etc..?	Yes. IHREC is currently establishing a cross-team Staff Strategy Working Group to support the delivery of the process. The working group will be chaired by a senior member of staff in the Office of the Director.
Previous support: Could you confirm whether you have a preferred contractor based on previous support?	IHREC does not have a preferred contractor for the provision of these services. IHREC's intention is to identify a suitable contractor through the current tender process.
Contracting: If available, could you please share the relevant contract for this tender?	IHREC does not currently have a contract in place for this service.
Costs: Does IHREC have an indicative budget range for this work?	IHREC does not have an indicative budget range for this work.
Is there a budget for the assignment and/or do you have an estimated number of days in mind for the assignment?	A budget has been allocated to support the provision of services as required. This information is not available to the tenderers. There is no estimated number of days in mind for the assignment.
With regards to points 1 to 3 under 'Service Requirements', is there a sequence that you would like each of these to follow. For example, will information from the report at point 1 be shared with participants in the Thought Forums?	It is not envisaged that information from the report at point 1 be shared with participants at the Thought Forums.
Has there been an evaluation, review or learning exercise regarding the current Strategic Plan or are there plans to undertake one?	There has not been a formal evaluation, review or learning exercise regarding the current Strategic Plan. There are no plans currently to undertake one.

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The RFT sets out a clear stakeholder engagement process. Can you advise if the engagement process has been finalised and a matrix of stakeholders agreed by IHREC to be followed by selected provider? Is there scope for provider to further develop and enhance the proposed engagement ?	The engagement process as set out in the RFQ has been agreed. A matrix of stakeholders has not been agreed.
If there is an established stakeholder engagement process, was this developed with external support or internally by IHREC?	The engagement process as set out in the RFQ was developed internally by IHREC.
Do IHREC have preference for an individual or a small team of experts to support this work?	IHREC does not have a preference for an individual or a small team of experts to support this work.
Can you advise how many providers the RFT has been issued to?	The RFQ has been issued directly to approximately 10 providers and has also been promoted publically on ihrec.ie and activelink.ie
Does IHREC have an estimated no of consultancy days support required for this work?	There is no estimated number of days in mind for the assignment.
Will the provider have any involvement in the public consultation process that Commission staff are to run?	As set out in the RFQ, the provider will evaluate written responses to the public consultation and furnish a report evaluating the responses to the Commission.
How many participants are planned for each of the 3 x ½ day ‘Thought Forum’ civil society consultation events?	There is no specific planned number of participants for these events at present.
Financial Capacity – the RFT requests a copy of provider’s latest available Audited Financial statements. Please advise if this is a pass/fail criterion and what financial criteria is IHREC looking for provider to demonstrate to pass this requirement.	This is not a pass or fail criterion. The financial statements are required to assess the overall viability of the provider.
The RFT states ‘ Tenderers should state a total fixed cost for providing all of the required services (including a daily rate, if appropriate)’ We understand provider is to submit a total fixed cost for proposed services but do not understand the comment/request – ‘including a daily rate, if applicable’. What is meant by this request caveated by ‘if applicable’?	The tenderer is required to provide a total fixed cost for providing all of the required services including a daily rate and the number of days required plus any additional costs necessary. Each cost should be listed separately.
Have external consultants facilitated and supported the development of IHREC’s strategy in previous strategy development cycles? For example, 2022-2024.	Yes, external consultants facilitated and supported the development of IHREC's strategy in previous strategy development cycles.
Are KPIs / metrics required for the Strategy 2025-2027?	KPIs are not required for the Strategy Statement.

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<p>Regarding the evaluation of written responses to the public consultation run by the commission: Would you like the successful tenderer to support the creation of this questionnaire? Based on previous years, could you estimate the number of potential responses expected?</p>	<p>The successful tenderer will not be required to support the creation of the questionnaire.</p> <p>We received about 75 responses to our public consultation on our Strategy Statement 2022-2024.</p>
<p>We note that the successful tender will support design & analysis of the Thought Forum sessions, is there an expectation that the tenderer would attend the 3 x half day Thought forum sessions?</p>	<p>Yes, the service provider is expected to attend the 3 events.</p>
<p>Will the commission be responsible for organising and paying for the venues for the Strategy sessions and consultation sessions?</p>	<p>The Commission strategy sessions and staff consultation events are expected to take place in IHREC's offices.</p>
<p>Will the final draft Strategy Statement be expected to be visually designed or will it be the delivery of text-only content?</p>	<p>The final draft Strategy Statement delivered will be text-only content.</p>
<p>We note that financial capacity is something that you will assess as part of this process, is there a minimum annual turnover required to be considered for this Tender?</p>	<p>There is no requirement for an annual turnover threshold. The financial statements are required to assess the overall viability of the company/business.</p>
<p>We note that latest Audited Financial Statements are required. My colleague and I operate as sole traders and our accounts are not audited by a third party. Would our 2022-2023 final accounts as prepared by our respected accountants suffice?</p>	<p>Yes</p>

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<p>Is there a page limit to the tender submission?</p>	<p>No</p>
<p>The RFT requests a copy of provider's latest available Audited Financial statements. It is unclear as to what the criteria is for evaluating the financial statement, so specifically can you clarify:</p> <p>a) Is it a P&L and balance sheet you require?</p> <p>b) What are you looking for in the financial data – there must be some specific criteria you will look for, otherwise why is this information being requested</p> <p>c) Is the financial data being included within the rating and evaluation and if so please can you clarify what is being rated, how it is being rated and scoring against this</p>	<p>Financial statements should be provided in accordance with the financial reporting standard applicable to the entity.</p> <p>Financial statements are required to assess the going concern status of the entity.</p> <p>The financial information will not be included in the rating process.</p>
<p>When will the contract be awarded to selected provider and project start</p>	<p>It is expected that the contract be awarded and the project start in March.</p>
<p>Can you share the proposed draft contract that selected provider will be expected to sign?</p>	<p>IHREC does not currently have a draft contract in place for this service.</p>
<p>RFT states: Contract IHREC is required to publish certain contracts to the eTenders platform. IHREC reserves the right to award the contract subject to the successful tenderer completing the acceptance process through eTenders.</p> <p>Please can you clarify what is meant by this and what it means to us as potential provider?</p>	<p>Contracting authorities are required to publish contract award information over €25,000 (exclusive of VAT) on the eTenders website. The successful tenderer will need to accept the contract award through the eTenders website for the contract award information to publish. This is a standard term included in the RFQ document and it does not constitute an indication of the value of the contract.</p>