



Tender for provision of HR support services to IAASA

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1. Background

IAASA is a state agency responsible for the supervision of the auditing and accounting profession in Ireland. It is based in Willow House, Millennium Park, Naas, Co. Kildare.

It has 29 employees who work in five operational and one support team (see the appendix). Some of IAASA's staff work mainly remotely.

IAASA's staff are public servants and their terms and conditions of employment are set by Government. Circulars applicable to public servants generally on pay and conditions apply to IAASA staff subject to the Authority's consent.

2. Details of services required

IAASA is seeking to retain a Human Resources (HR) service provider to provide HR support services to the Authority. Such services are as follows:

- Advice on HR strategy including tailored approaches to key areas such as communications, training and development, coaching and performance management.
- Advising on HR policy and procedure and development of relevant documents as required.
- Advice on ad hoc HR queries as they arise.
- Other discrete projects as necessary (e.g. employee engagement strategies).

In the initial six months, these services are anticipated to amount to 60 hours of customised support, incorporating assistance with the design and implementation of employee engagement and coaching initiatives, assistance with employee queries and advice to the leadership team.

IAASA does not require assistance with recruitment, employment contracts or payroll.

3. Information requested and cost proposal

If you consider that you possess the requisite expertise and experience to meet the Authority's requirements you are invited to provide the information set out below.

A. Name, business address, email address and telephone contact details

B. An outline plan for the proposed delivery of the tendered service, detailing proposed service provision and support levels, tailored to IAASA's needs.

C. A description of previous relevant experience along with details of the qualifications and expertise of those proposed to provide the service. This should include examples of previous similar projects.

D. A cost proposal. This should be in Euro and Vat inclusive at the appropriate rate.

4. Conflicts of interest

Persons for whom a conflict of interest, or in the Authority's opinion a perceived conflict of interest, would arise were they to undertake the role will be excluded from consideration. Respondents should declare, at first opportunity, any potential conflicts of interest arising.

5. Contract timeframe

The contract for these services will be for an initial period of six months, with the option to extend the contract up to two years at the Authority's sole discretion. IAASA reserves the right to terminate any agreement with the successful service provider and/or to retender for the services at any time.

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6. Selection process

IAASA will assess responses according to the criteria detailed in the table below to establish the most economically advantageous tender.

Criterion	Max score
Technical proposal Marks will be awarded based on the information provided as detailed in section 4.B above.	30
Relevant experience Marks will be awarded in respect of relevant qualifications, expertise and experience held by respondents detailed in section 4.C above	30
Cost A mark will be extrapolated for each respondent based on their proposed charges in relation to other eligible respondents	30
Overall suitability for appointment Marks will be awarded for considerations such as specific public sector experience	10
TOTAL MARK AVAILABLE	100

7. Payment terms and conditions

7.1. All fees should be quoted in Euro, including VAT at the appropriate rate.

7.2. No additional fees, other than those originally quoted for the work when tendering for the project, shall be paid.

7.3. Payment will be made in accordance with the provisions of Statutory Instrument 850 of 2012 (EU (Late Payment of Commercial Transactions) Regulations).

7.4. The successful provider will be required to produce verification of current tax clearance status should payments exceed €10,000 in any 12 month period.

8. Respondents' costs and expenses

IAASA shall not be liable for any costs or expenses, howsoever incurred, by respondents in pursuing this invitation.

9. Confidentiality

Respondents should note that the service provider will be a professional adviser to the Authority, and shall thus be bound by the statutory obligations with respect to the confidentiality of information imposed by section 940 of the Companies Act 2014.

The provider will be required to sign an acknowledgement that they are aware of the obligations imposed by section 940 and that any information that is obtained that has not otherwise come to the notice of members of the public shall not be disclosed except in accordance with law. In addition, successful respondents will be required to agree not to disclose any such information without the Authority's explicit consent.

A breach of section 940 is a category 2 offence under the Companies Act 2014 and may result in a fine and/or imprisonment.

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10. Other information

The Authority shall be free to accept any or none of the proposals tendered.

Intellectual content of any reports/documents produced shall become the sole property of the Authority.

The tender response as submitted and this Invitation to Tender will form the basis of a contract of services to be agreed between the Authority and the successful respondent.

11. Submission of tenders

Tenders should be submitted by 1pm, Monday 6 July 2020 to submissions@iaasa.ie.

The subject line should state: 'Tender – provision of HR support services'.

Tenders received after the above deadline will not be considered.

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Appendix 1: Organisation Chart

