

Request for Tenders

For the supply of *Scoping exercise to inform the further development of professional standards and guidance for archaeological practice in Ireland.*

The Institute of Archaeologists of Ireland (IAI) is issuing a Request for Tenders for specialist services as described below.

Background

The Institute of Archaeologists of Ireland (IAI), in collaboration with the National Monuments Service of the Department of Housing, Local Government and Heritage (NMS), is seeking to conduct a scoping exercise to inform the further development of professional standards for archaeological practice in Ireland.

This will take the form of a review of currently applicable standards and guidance documents for archaeological practice in Ireland and internationally. The aim of this first review is to identify which standards and guidance documents are in existence currently and assess the applicability of these to the current needs of the archaeological profession in Ireland in terms of maintaining and developing appropriate standards of professional practice.

This exercise will be the first step in a project to develop a full suite of appropriate professional archaeological standards and guidelines under the auspices of the IAI to support the profession in delivering archaeological activities to consistent and professional standards. The aim is to ensure that IAI, as the key representative body for professional archaeological practice in Ireland, is in a position to benchmark appropriate professional standards.

Scope of Work

Scoping exercise to inform the further development of professional standards for archaeological practice in Ireland

1. Compile extensive list of currently applicable (a) standards and (b) guidance documents for archaeological practice available in Ireland.
2. Identify gaps in these working standards and guidance documents in Ireland.
3. Compile list of currently applicable (a) standards and (b) guidance documents for archaeological practice available in other jurisdictions (focused on English speaking world and material available in English) and international standard setting bodies (both inter-governmental and non-governmental) to identify particularly relevant and accessible material.
4. **Milestone 1**- present initial report to IAI on above and agree with IAI what material is to be reviewed in detail (in consultation with NMS).
5. Review relevance of these currently applicable standards and guidance documents to the needs of the profession in Ireland in terms of maintaining and developing appropriate standards of professional practice.
6. **Milestone 2**- Produce a report on all above by 31st March 2023

7. Produce an IAI house style guide for standards and guidance documents which will serve the project hereafter.
8. Attend three online meetings during the contract phase with IAI and NMS in 2022/2023- at commencement, Milestone 1 and pre-completion.

1. Client:

ITEM	DETAIL
Client	Institute of Archaeologists of Ireland
Address	63 Merrion Square, Dublin 2.
Contact Name	Dr. Niamh Kelly
Contact email	iaiar archaeology@gmail.com

2. Tender/Contract Programme

The table below outlines the indicative dates in the process:

Detail	Date
Issue of Tender	22 nd November 2022
Deadline for Receipt of Queries	2 nd December 2022
Deadline for Tender Submissions	9 th December 2022 (1200hrs)
Notification to successful applicant	14 th December 2022
Estimated Start Date	3 rd January 2023
Estimated Completion Date	31 st March 2023

3. Receipt and Return of Tender

3.1 Completion of Tender

Tenders must be submitted in accordance with the terms of the enclosed specification, in the format requested. Incomplete applications may not be considered, at the discretion of the Client.

3.2 Submission of Tenders

The completed documents must be submitted by email to iaiar archaeology@gmail.com with **Subject: Tender for Scoping exercise on the creation of professional standards and guidance for archaeological practice in Ireland**

Tenders submitted by fax or in hard copy will NOT be accepted. All documentation associated with this Tender must be in English.

- 3.3 The Client **will only consider** Tenders received before **12 noon local time on 9th December 2022.**

4. Queries and Clarifications

- 4.1 All queries and requests for clarification relating to any aspect of this competition can only be directed to the Client at iaiar archaeology@gmail.com
- 4.2 Queries or requests for clarification will not be accepted after 5pm on 2nd December 2022 unless otherwise notified by the Client.
- 4.3 All clarifications and responses to queries/requests for clarification will be transmitted to all interested parties. Where appropriate, any questions or responses may be amalgamated

5. Introduction and Background to the Client

- 5.1 **The Institute of Archaeologists of Ireland** is the representative all-island organisation for professional archaeologists working in Ireland and Northern Ireland.
- 5.2 The aim of the IAI, through the representation of its members, is to advance and strengthen the profession of archaeology in Ireland. Its vision is a vibrant and sustainable archaeological profession that actively contributes to the protection of the archaeological resource, which in turn contributes to the social and economic wellbeing of the entire community.
- To achieve this aim, the Institute is committed to a range of long term measures, including:
 - Promotion and development of the IAI Codes of Professional Conduct
 - Facilitating the Continuous Professional Development of our members
 - Active engagement with all the stakeholders involved in the management and protection of our archaeological resource

6. Service specification – Deliverables

- 6.1 The key specialist services to be provided by the successful tenderer include the following:

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3. Compile list of currently applicable (a) standards and (b) guidance documents for archaeological practice available in other jurisdictions (focused on English speaking world and material available in English) and international standard setting bodies (both inter-governmental and non-governmental) to identify particularly relevant and accessible material.
4. **Milestone 1**- present initial report to IAI on above and agree with IAI what material is to be reviewed in detail (in consultation with NMS).
5. Review relevance of these currently applicable standards and guidance documents to the needs of the profession in Ireland in terms of maintaining and developing appropriate standards of professional practice.
6. **Milestone 2**- Produce a report on all above by 31/03/2023
7. Produce an IAI house style guide for standards and guidance documents which will serve the project hereafter.
8. Attend three online meetings during the contract phase with IAI and NMS in 2022/2023- commencement, Milestone 1 and pre-completion.

7. Service Specification – Requirements

- 7.1 The Tenderers must declare that they satisfy the technical and professional requirement(s) set out below and that they are able, upon request and without delay, to provide the supporting documentation specified below to the Contracting Authority in each case.
- 7.2 The proposed **Project Manager** must:
 - a) Have demonstrable experience working to professional archaeological standards and guidance.
 - b) Have a proven track record in archaeological activity, including excavation.
- 7.3 From the date of award of the contract the successful contractor will provide bi-weekly written summary progress reports to the Client.

8. Duration and Extent of Contract

- 8.1 The contract will be awarded to a single contractor and the contractor will carry out the services directly. There is no scope for sub-contracting of work.
- 8.2 The Contract will expire after completion of services. The stated contract timelines are detailed at Section 1.
- 8.3 Payments will be made on foot of Client approval of satisfactory progress on meeting contract deliverables.

9. Tender Response

- 9.1 Responses to this RFT must be complete and must comply with all requirements specified herein. Failure to comply may result in elimination from this tender process.
- 9.2 Tenderers must submit a **Project Proposal** which must comprise the following elements:
- 1) **Project Proposal** (1000 words maximum) including:
 - a) Proposed approach to delivering the various contractual outputs, including review of existing Irish and international standards.
 - b) Contract programme indicating key preparation deliverables/ milestones within the stated contractual programme timeline
 - 2) **Curriculum Vitae** of proposed **Project Manager** demonstrating Requirements as set out in Section 6.
 - 3) a **Pricing Schedule**, as outlined in Appendix 1.
- 9.3 Tenderer's nominated **Project Manager** will be assessed against the requirements set out in Section 6 above and the tender against award criteria set out in Section 10 below, on the basis of:
- 1) **Project Proposal**
 - 2) **Curriculum Vitae** of proposed **Project Manager**
 - 3) **Pricing Schedule**

10. Award Criteria

- 10.1 Award of contract will be determined on the basis of the most economically advantageous tender having regard to the award criteria noted below. No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed and the IAI reserves the right to not award the contract.
- 10.2 Marks will be awarded according to the award criteria outlined in the Table below.
- 10.3 It should be noted that a standard formula will be used to calculate the marks in respect of 'Cost', whereby maximum marks are awarded to the lowest priced proposal and costs of the remaining tenders are expressed as a percentage of the lowest priced tender. (Inverse Proportionality).

Award Criteria	Max Marks Available	Minimum Qualifying Mark required
Project Proposal	300	200
Demonstrable relevant experience of Project Manager as applicable to the contract deliverables	300	200
Cost – as per pricing schedule at Appendix 1	400	n/a
TOTAL	1,000	

Appendix 1: Pricing Schedule

Tenderers must complete the Pricing information requested below.

The costs shown must be in Euro, inclusive of all expenses, exclusive of all taxes and exclusive of VAT. The appropriate VAT rate(s) must be shown separately.

Tenderers must complete all fields of the Costs Details tables below.

	Total Cost € VAT Excl	% VAT Rate
Total Fixed Price for Contract		
Price to include all duties and deliverables as set out in Section 5		
Total (ex VAT)	€	
Total (incl. VAT)	€	

- Tenderers should propose a fixed price for the service proposal to include all expenses and overheads to meet the deliverables under section 5.1 of the RFT. The amount payable by the Client under the Contract shall not exceed the Total Cost (plus any applicable VAT). The total cost must include all travel and subsistence costs (excluding cost of speakers)
- Tenderers shall provide a valid Tax Clearance Certificate.
- Tenderers shall have sufficient insurance
- Prices quoted in the tender cannot be increased during the currency of the contract. Similarly, terms and conditions cannot be altered.
- The pricing validity period shall be 6 months from the tender deadline date.
- The IAI is obliged to pay the Contractor in accordance with the European Communities (Late Payments in Commercial Transactions) Regulations, 2002.
- The IAI shall not be liable for any costs incurred by the Tenderer in the preparation of its tender.

Appendix 2: Freedom of Information

Freedom of Information Act

Please note that the IAI is subject to the 2014 Freedom of Information Act. In the event of an FOI request for information concerning this tender competition, the IAI proposes to make available at least the following information:

- a) This request for Tenders, the Specification, the Conditions of Contract.
- b) The names and addresses of the persons from whom tenders were received.
- c) The name and address of the person awarded the contract, and the total price of their tender exclusive and inclusive of VAT.

The IAI undertakes to use its best endeavors to hold confidential any information provided by you (other than at a. – c. above), subject to our obligations under law, including the Freedom of Information Act. You are therefore asked to consider whether any of the information supplied by you in your tender (other than at a. – c. above) should not be disclosed because of its sensitivity. The IAI will consult with you about any information identified by you as sensitive before making any decision under any FOI request received. If you consider that none of the information supplied by you is sensitive, please make a statement to that effect. The information supplied by you may then be disclosed in response to any FOI application received.

Decisions of the IAI in relation to any FOI request are subject to appeal to the Information Commissioner and the Courts by the person who made the request.