



Public Participation Network **Kildare**

Request for Tender for a third party to host the Kildare Public Participation Network



An Roinn Forbartha
Tuaithe agus Pobail
Department of Rural and
Community Development



Comhairle Contae Chill Dara
Kildare County Council

Introduction

The focus of Kildare Public Participation Network (PPN) is to assist groups participate more in local authority decision making. There are approximately 700 member organisations in the network from three pillars or colleges: Environmental, Social Inclusion and Voluntary and Community.

Kildare PPN has approximately 24 seats across ten committees within Kildare County Council. Kildare PPN is governed by the Plenary (all member groups of Kildare PPN) who direct the operation of the PPN, setting overall PPN policy and processes. The Secretariat is a voluntary group of PPN members who are elected to ensure that the decisions taken by the Plenary are carried out.

Kildare PPN is funded annually by the Department of Rural and Community Development and Kildare County Council to cover employment and operational costs. Although independent, PPNs are accountable for their use of public funds and community activities.

Our aim is to strengthen the capacity of member groups to contribute positively to the community.

Areas of Activity

- **Communication** to strengthen knowledge and inform member groups of topics which may be of interest to them
- **Capacity Building** to enhance skills of community groups
- **Participation** to ensure that the voice of the community is heard

Examples of Previous Projects

- Community development initiatives. e.g.: Training programmes
- Environmental sustainability and educational programmes. e.g.: Climate Action Weekend
- Social Inclusion initiatives. e.g.: Social Inclusion Week
- Consultations & Submissions. e.g.: County Kildare Health & Wellbeing Statements

Staff

Kildare PPN employ two fulltime permanent members of staff:

- The Co-ordinator
- The Support Worker

Further Information

- [PPN Website](#)
- [PPN Handbook](#)
- [Departmental Circulars](#)

Background to Invitation to Tender

Kildare Public Participation Network (PPN) has been hosted by County Kildare LEADER Partnership since its establishment. This agreement will cease at the end of 2024, in line with their strategic aims, presenting us with an opportunity to explore other interested parties. We are seeking a host organisation to provide essential administrative and logistical support to ensure its smooth operation. The selected host will:

- Act as the employer for PPN staff

This hosting arrangement will not affect the independence of the PPN regarding its budget, workplan, internal decision-making, and day to day management of the PPN.

Services Sought

The PPN seeks a host organisation that can provide:

- A legal structure through which the PPN can operate
- Employer services for the PPN Coordinator and Support Worker, including but not limited to payroll and HR functions
- Meeting space within the county if required (desirable)

The successful host will be required to sign an annual Service Level Agreement (SLA) with Kildare PPN and a Memorandum of Understanding (MoU) with Kildare PPN and Kildare County Council.

Hosting Period

The initial hosting period will be for three years (2025 – 2027), subject to annual review.

Budget

Available upon request

Payment will be made by Kildare PPN and administered by Kildare County Council.

Request for Tenders

Tenders should include the following information:

- Details about the potential host organisation, including its location and operations
- Rationale for why the organisation would be a suitable host for the PPN
- Examples of prior experience working with a PPN or demonstrated understanding of the PPN ethos and areas of operation
- Detailed breakdown of costs, including the required hosting fee and what it will cover (e.g. HR functions, payroll, meeting room use, etc.)

Evaluation and Scoring

Essential Criteria (Tenders must meet the following essential criteria to be considered)

	Yes (Pass)	No (Fail)
Located and registered as a company within County Kildare		
CLG or equivalent registered status		
CRO/CRA or other relevant returns up to date		
Registered as an employer		
Have existing office base in County Kildare		
Present clean set of accounts and prove company is solvent		

If the answer to any of the six criteria is NO, the tender will be disqualified from the process.

Scoring Matrix

Criteria	Description of Criteria	Marking Weight
Demonstrate a background of community and voluntary activity in Kildare	<ul style="list-style-type: none">• Is the primary function of the organisation in the community and voluntary sector across the county?• Does the organisation have a similar client base to the PPN and does the organisation operate on a county basis?	20 marks (20%)

Demonstrate a knowledge of, and a willingness to support the ongoing development of the PPN	<ul style="list-style-type: none"> • Has the organisation been involved in or provided support to the PPN or any of its members to date? • The Organisation's demonstration of their understanding of what the PPN is. 	20 marks (20%)
Be able to demonstrate the capacities required to act as the host organisation including financial management, human resources management, and technical capacities	<p>The organisation has:</p> <ul style="list-style-type: none"> • Financial management capacity, including managing public funding. • A number of existing staff (demonstrates HR capacity) 	40 marks (40%)
Value for money	Does the overall cost provide certainty and value to the PPN? i.e. does the annual hosting fee include rent, insurance, HR functions, pay roll, bank charges, internet, invoice processing, desk space, meeting room use, auditing fees, regular review meetings, etc. (If required)	20 marks (20%)

Applicants must score a minimum of 60% under each of the four selection criteria.

Criteria for submissions

Kildare Public Participation Network reserve the right to consider organisations deemed suitable and do not bind themselves to having to accept the tender/expression of interest with the lowest stated price.

The PPN Secretariat is not able to offer feedback or rationale to unsuccessful organisations.

Queries

Please forward any queries to the Kildare PPN Coordinator, Grainne Fleming - gflaming@kildareppn.ie

Closing Date

Tenders must be submitted by 5pm on Tuesday 30th July 2024.

Please ensure all required documents and information are included in your submission. Incomplete tenders will not be considered. We look forward to receiving your proposals and working together to advance the goals of Kildare PPN.