# **Artform Support Services Procurement**

Dynamic Purchasing System (DPS) Approach

14th December 2022



### Introduction

## Agenda

- Background to the DPS
- Overview of Arts Teams and Roles
- Overview of Artform Support Services DPS
- Step by Step Guide



### **Background to DPS**

- Procurement of contractors in the Arts Council of Ireland is completed in line with best practice for government procurement with oversight from external procurement, legal and insurance advisers.
- There are a variety of process flows for procurement depending on the value of the contract eg.
  - Up to €1k (Direct invitation)
  - Under €5k (Direct invitation)
  - Under €25k (Direct invitation)
  - €25, 001 €215, 000 (eTenders)
  - €215, 001+ (Official Journal of the EU (OJEU))
- Artform teams regularly procure Advisory and Assessment services the value of which usually lies within the €25, 001 €215, 000 bracket which involves managing tenders through eTenders on an ad hoc basis as needs arise, this process is seen as onerous and complex for Arts Council staff and inaccessible and confusing for applicants.
- The DPS for Artform Support Services was created based on advice from our procurement advisers to introduce improvements around contract and budget management for advisory and assessment work, governance of subcontracted assessors, standardisation of assessment practices, and general oversight of advisory and assessment procurement.
- One of the core goals of the DPS is also to improve accessibility to these roles for all members of the arts sector to ensure we are including diverse voices at all stages of our assessment and policy development processes.



#### **Overview of Artform Teams and Roles**

- The Artform Support Services DPS covers Advisory, Assessment and Research service procurement for:
  - Architecture, Arts Participation, Arts Centres, Circus, Street Arts and Spectacle (CSAS), Dance, Festivals, Film, International Arts, Literature (English), Literature (Irish), Music, Opera, Theatre, Traditional Arts, Visual Arts (Artists), Visual Arts (Organisations) and Young People, Children and Education (YPCE) teams within the Arts Council.
- While there are many similarities in team structures and role definitions across teams there can also be significant differences due to artform specific needs and assessment volumes.
- For example, a team may have one individual contracted to provide Advisory services and to complete all their
  assessments. Another team may have a lead assessor, with a team of support assessors who manage a high
  volume of assessments and don't provide advisory services. Another team still may have a number of advisers in
  place with niche expertise who don't complete assessments.
- With that in mind our role definitions for the DPS are relatively broad to allow flexibility for the team at the minicompetition stage depending on their teams specific needs.
- For more information on the artform teams, their policies and structures please see: <a href="https://www.artscouncil.ie/arts-in-ireland/">https://www.artscouncil.ie/arts-in-ireland/</a>



#### **Overview of Artform Teams and Roles**

#### Category 1 - Adviser Services

Adviser Service providers will report directly to the Head of Team at the Arts Council and will be responsible for the
provision of art form sector insights and industry knowledge, policy advice and support for the selected arts team. May
also include seeing of and reporting on previously funded work in the relevant arts sector.

#### Category 2 – Lead Assessment Services

Lead Assessors will report directly to the Head of Team at the Arts Council and will be required to lead on funding
application assessment for the selected arts team. They will also be responsible for funding assessment team
leadership and management of Support Assessors in collaboration with Head of Team, if applicable. May also include
seeing of and reporting on previously funded work in the relevant arts sector.

#### Category 3 – Support Assessment Services

 Support Assessment Service providers will report to the Lead Assessor (and ultimately the Head of Team at the Arts Council) and be required to support the Lead Assessor with funding application assessment services for the selected arts team. May also include seeing of and reporting on previously funded work in the relevant arts sector.

#### Category 4 – Research Services

 Research Service providers will report directly to the Head of Team at the Arts Council and will be responsible for providing research services for the selected arts team in line with the Arts Council research framework.



### **Overview of Artform Support Services DPS**

#### How it Works

#### **Step 1 – DPS Qualification**

- Potential candidates apply to be members of the DPS under the desired Category (role) and Sub-category (artform) eg. Lead Assessment Services – Dance). In order to qualify applicants are required to meet the entry requirements through completing the template documentation provided.
- The relevant Head of Team will review the membership application and approve membership if the applicant has demonstrated sufficient expertise and experience for the role applied for.
- Once qualified, applicants will receive a letter confirming they have qualified. They will remain qualified for the life of the DPS (approximately 10 years).
- If candidates do not qualify, they can request feedback and apply again.

#### Step 2 - Mini competition

- As opportunities arise within the relevant Category/Sub-Category qualified DPS members will be directly invited to submit a proposal to complete the work being requested.
- This will be evaluated internally based on the scoring criteria provided for each specific minicompetition.

**DPS** in Practice

Step 1 - Candidates qualify for DPS



Step 2 - Minicompeition



### **Overview of Artform Support Services DPS**

### **Key Documents**

#### Step 1 – DPS Qualification

- Request for Applicants to Participate (RFATP) Available through eTenders
  - Contains overview of DPS, instructions for qualification, description of roles, template DPS Agreement, template contract etc.
- Applicant Response Document (ARD) Available through eTenders
  - Unique template for each Category (Cat. 1 Adviser, Cat. 2 Lead Assessor, Cat. 3. Support Assessor, Cat. 4 Researcher)
  - You can apply to qualify for as many Category/Sub-Category combinations as you wish, but you must complete an ARD for each and may
    not meet the criteria for all of them.
- Electronic European Single Procurement Document (ESPD) Self declaration completed via eTenders
- DPS Agreement Sent directly when qualified
  - Once qualified you will be sent and asked to sign a DPS Agreement. This will confirm your DPS membership for the life of the DPS (Approx. 10 years)

### Step 2 – Mini Competition

- DPS Request for Tender Sent via direct invitation
  - Includes detailed description of service requirements, estimated days required etc.
- Tender Response Document Sent via direct invitation
- Contract Sent if awarded contract



### **Overview of Artform Support Services DPS**

#### Note on Insurance

- The successful Applicant(s) shall be required to hold, for the term of any Contract awarded pursuant to a Mini-Competition, insurances of the type and to the level specified in each Mini-Competition.
- Applicants should note that they are not obliged to have insurances in place in order to enter into a DPS Agreement with the Contracting Authority.
- Applicants for the Category 'Support Assessor Services' are not required to hold Professional Indemnity or Public Liability cover.
   However, Lead Assessors may be required to provide insurance cover for any Support Assessors on their team and to indemnify the Arts Council.

• The types and levels of insurance may vary for each Mini-Competition but are not anticipated to exceed the following types and

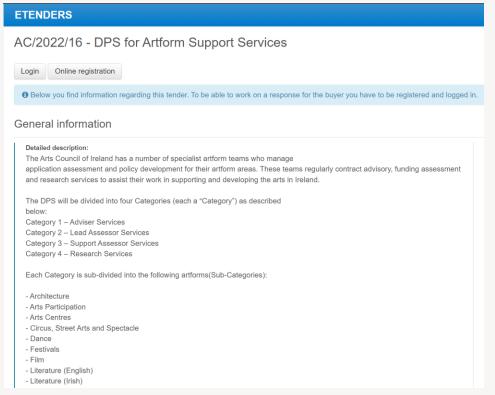
levels of insurance.

Type of Insurance	Indemnity Limit
Employer's Liability	Not applicable
Public Liability - Lead Assessment Services/Adviser Services/Research Services	€6.5m
Public Liability - Support Assessment Services	Not applicable
Professional Indemnity - Lead Assessment Services/Adviser Services/Research Services	€1m (for each and every claim excluding defence costs)
Professional Indemnity - Support Assessment Services	Not applicable

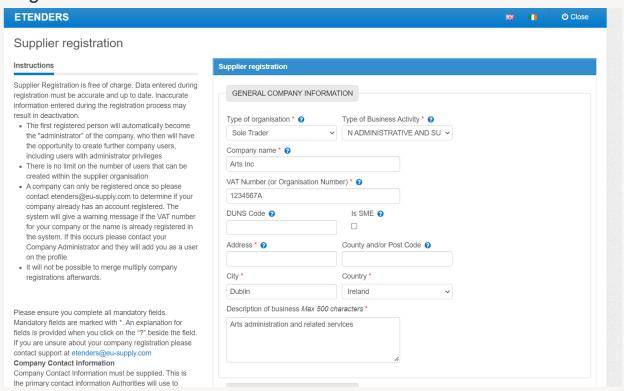


Follow link to eTenders: <a href="https://irl.eu-supply.com/ctm/Supplier/PublicPurchase/215552/">https://irl.eu-supply.com/ctm/Supplier/PublicPurchase/215552/</a>

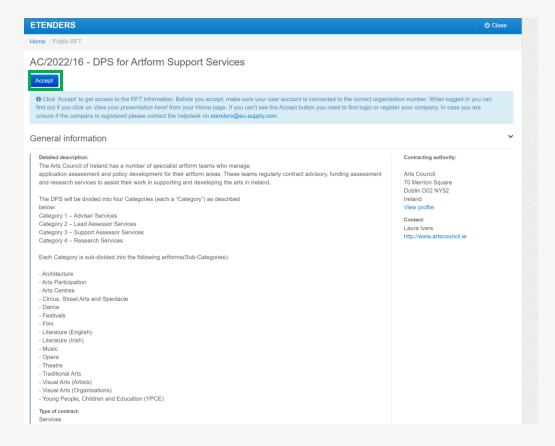
#### Login or Register



#### Registration

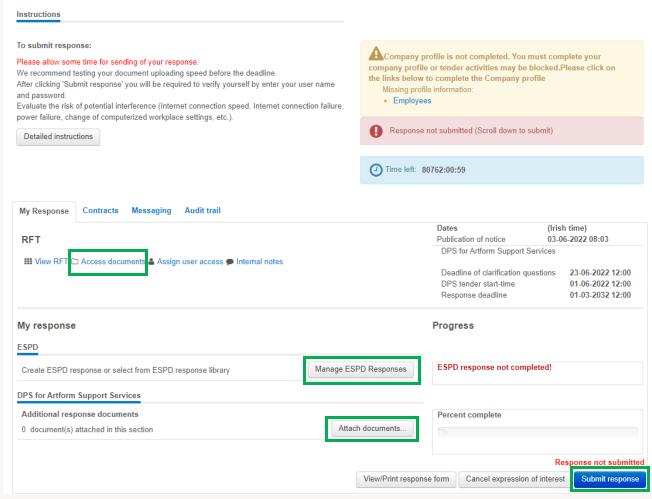






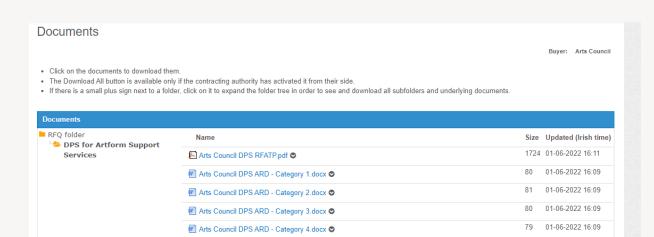
#### Dashboard

RFT 215450 - AC/2022/16 - DPS for Artform Support Services





#### **Access Documents**



Link to Arts Council Webinar Monday 20 June...

13 20-06-2022 17:56

21 23-06-2022 14:57

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# Applicant Response Document

**Dynamic Purchasing System** 

**Category 1** 

Advisory Services

APPLICANT RESPONSE

DOCUMENT



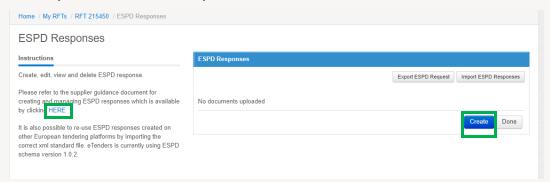
Request for Applications to Participate
in a
Dynamic Purchasing System
for the Provision in four Lots of Adviser, Lead Assessor,
Support Assessor and Research Services

Publication Date: 01st June 2022

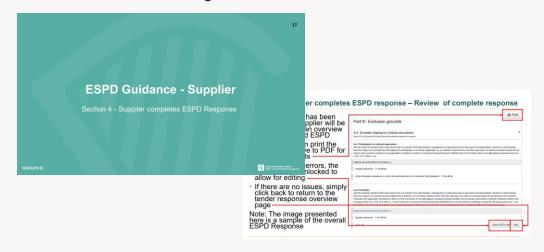
Submission Deadline: 30th June 2022, 12.00hrs

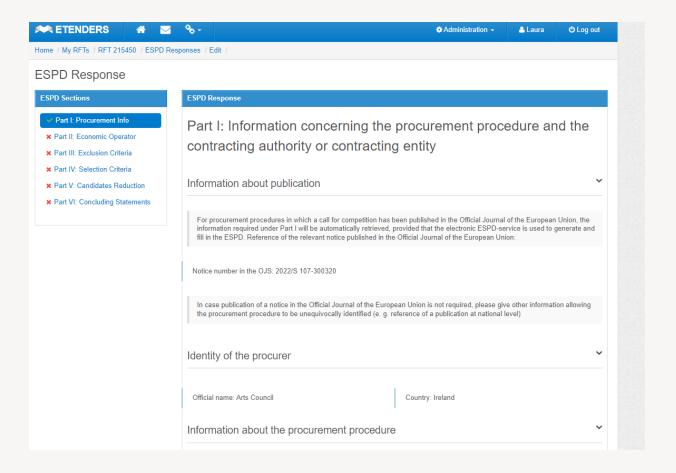
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#### Complete ESPD Response



#### ESPD Guidance – Pages 17 - 27







### Complete ARD for all Category/Sub-Category Combinations

#### COMPLETE APPLICANT/COMPANY DETAILS AS SET OUT IN TABLE BELOW

SUB-CATEGORY APPLIED FOR	[Insert only one Sub-Category. A separate ARD MUST be completed for each Sub-Category]
Applicant/Company's Name	
Company Legal Form (if relevant)	
Address	
Company Registration Number	
VAT Registration Number (if applicable)	
Tax Clearance Certificate Access Number	
Contact Person	
Email	
Phone/Mobile	
URL	
If Subcontractors are being used, provide a brief explanation about their proposed involvement in the DPS	

#### 1) Qualification

**Rule:** Applicants MUST confirm that they have the following qualifications. This is a **pass/fail** requirement.

		Qualification Requirement	Yes/No (Please tick box, as appropriate)	
			Yes	No
Architecture Category	Sub-	Architects with a qualification in architecture listed in EU Council Directive 85/384/EEC, or outside Europe a qualification recognised by the relevant member section of the Union Internationale d'Architecture (UIA)		
All other Categories	Sub-	A third level qualification in a discipline relevant to the artform (Sub-Category) applied for.**		

#### 2) Experience

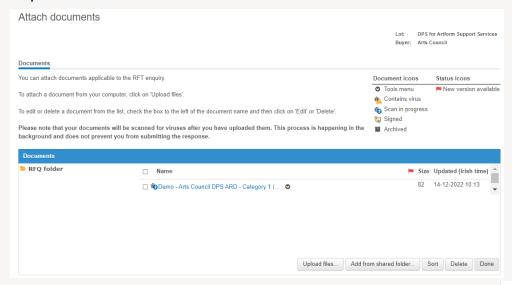
Rule: Applicants MUST confirm that they have the required experience set out in the table below and provide details of two reference contracts in the tables below. This is a pass/fail requirement.

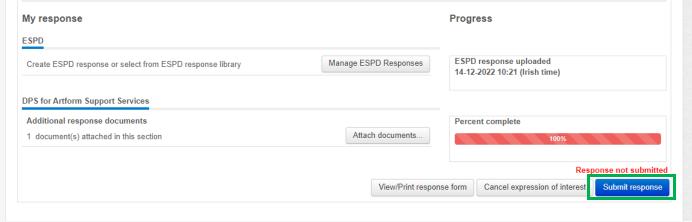
	Experience Requirement	100000000000000000000000000000000000000	(Please tick
		box, as appropriate)	
		Yes	No
Architecture : Category	At least 5 years' experience working as a senior Architect in Ireland or overseas.		
	Provided details of two reference contracts of a similar nature and scope in progress or completed within the past five years in the tables below. The reference contracts should evidence the following:  (i) A developed knowledge and understanding of the aesthetic and artistic environments within the selected artform (Sub-Category), nationally and internationally;  (ii) A developed knowledge and understanding of the public policy and commercial operating conditions within the selected artform, nationally and internationally;  (iii) Expert consulting skills including advanced analytical, communications (written and verbal), and influencing skills.  For the avoidance of doubt, it is not necessary for each of the two reference contracts to evidence (i)-(iii) above, provided that both of them together do so.		
All other Sub- Categories			
	Provided details of two reference contracts of a similar nature and scope in progress or completed within the past five years in the tables below. The two reference contracts should evidence the following:  (i) A developed knowledge and understanding of the aesthetic and artistic environments within the selected artform (Sub-Category), nationally and internationally;  (ii) A developed knowledge and understanding of the public policy and commercial operating conditions within the selected artform, nationally and internationally;  (iii) Expert consulting skills including advanced analytical, communications (written and verbal) and influencing skills.  For the avoidance of doubt, it is not necessary for each of the two reference contracts to evidence (i)-(iii) above, provided that both of them together do so.		

Name of Project	ct Click here and insert the name of project or matter on which you delivered service	
Client/Contracting Authority	Click here and insert the name of the client or contracting authority	
Public or Private Sector?	Click here and insert either Public or Private	
Contract Description	Click here and insert a full description of the project/contract provided to the Client/Contracting Authority	
Contract Management	Click here and insert details of the approach employed during the course of the contract	
Contract Performance	Click here and insert tangible examples of where your expertise and skill added value	
Contract Value excluding Vat	€Click here and insert the total value charged	
Contract Duration (Start/Finish)	Click here and insert the start date and finish date of the project/contract	
Comparability Narrative	Click here and insert a short narrative that outlines the extent to which you feel the project/contract is comparable to the Contractin Authority's current requirements	
Knowledge and Understanding – Aesthetics and Artistic Environments	Click here and insert a short narrative that outlines how you have developed a knowledge and understanding of the aesthetic and artistic environments within the selected artform (Sub-Category), nationally and internationally, through this contract	
Knowledge and Understanding – Public Policy and Commercial Operating Conditions	Click here to insert a short narrative outlining how you have developed a knowledge and understanding of the public policy and commercial operating conditions within the selected artform(Sub-Category), nationally and internationally, through this contract	
Expert Consulting Skills	Click here and insert a short narrative that outlines how you have developed expert consulting skills including advanced analytical, communications (written and verbal) and influencing skills, through this contract.	
Name of Client Referee	Click here and insert name [Please note that the Contracting Authority may contact the referee provided for verification purposes at any time during the DPS without any prior notice being given to the Applicant.]	
Address of Client Referee	Click here and insert address	
Telephone of Client Referee	Click here and insert telephone number	



### Upload ARD and Submit







# **Thank You**

Please direct follow up queries to: <a href="mailto:ArtsDPS@artscouncil.ie">ArtsDPS@artscouncil.ie</a>

