



REQUEST FOR TENDERS

For

Development of Records Management Policy, Information Audit and Solution Identification

Safe food
7 Eastgate Avenue
Eastgate
Little Island
Cork.
15th January 2016

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Request for Tender

1. Introduction

safefood invites tenders from suitable parties to assist **safefood** in preparing a records management policy and to recommend a suitable solution to **safefood** for the implementation of same.

safefood was established in 1999 under the British- Irish Agreement Act (1999), and is one of the six North-South Implementation Bodies jointly regulated by the British and Irish Governments.

The remit of **safefood** is to promote awareness of food safety and healthy eating issues on an all-Ireland basis, which includes the commissioning and funding of relevant research, the development of monitoring and surveillance procedures, the coordination of scientific cooperation including identifying and establishing laboratory linkages, public education and awareness campaigns, and the publication of independent reports of interest to consumers and other key stakeholders.

An Advisory Board and an Advisory Committee with prominent members drawn from both Northern Ireland and the Republic of Ireland supports the Chief Executive Officer.

The Headquarters are located at 7 Eastgate Avenue, Eastgate, Little Island, Co. Cork, with an additional office in the Irish Life Centre, Abbey Court, Lower Abbey Street, Dublin

The Request for Tender relates to the provision of services in the Cork Headquarters. However, it is noted that the service provider will need to visit and attend meetings in **safefood**'s Dublin office, in order to provide the service.

For more information on **safefood**, please see our web site at www.safefood.eu.

2. Details of requirements

Safefood does not currently have an organisational records management policy. To address this the successful tenderer will be contracted to assist **safefood** in preparing a records management policy. In preparing this policy it is expected that the successful tenderer will:-

- Carry out an audit of the **safefood** data/records to identify and evaluate the recorded information and the flow of information around the body.
- Examine strategies for the retention, indexing, search, retrieval and disposal etc. of our records, including carrying out privacy impact assessments and assisting in clarifying our legal/statutory and procedural obligations in relation to records.
- Use the findings of the information audit to draft a records management policy for **safefood**.
- Prepare a report which recommends a solution for implementation in **safefood** which will meet the records management needs.

It is expected that the successful tenderer will be appointed in February 2016 and should be available to commence the project immediately. The records audit, examination of strategies and drafting of the records management policy should be complete by 30th June 2016 with a report recommending a solution delivered and presented to the Executive Board during July 2016.

All tenderers are required to submit a fixed price for the project in euro or sterling (excluding VAT). Tenders must clearly show the hourly rate for the lead Records Management Expert and the estimated number of hours required to complete the project and the hourly rate in respect of each individual who will be involved in providing the required services.

Both parties may jointly agree to omit any part of the service, or provide additional services, or vary temporarily or permanently any part of the service. Such modifications will be valued where applicable according to the process set out in the agreement.

Where rates do not include travel and other incidental expenses, interested providers should indicate how they will be charged and the rates to apply. These rates should not exceed the current public service travel and subsistence rates.

Tenderers must confirm that their tenders are valid for a period of 120 days from the final date for receipt of tenders.

The successful tenderer will be responsible for the delivery of all services provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.

3. Evaluation of Tenders

3.1 Qualification Criteria

Tenderers will be initially evaluated by reference to the following qualification criteria:

- a) Addressing in full the requirements set out in this document with an outline of the proposed approach/methodology.
- b) A statement of the tenderer's previous experience of providing records management solutions in public and private sector environments.
- c) Details of two reference sites where services similar to those being sought have been provided.
- d) The name of the proposed lead records management expert and a statement of their experience in the development of records management policies together with details of a contingency plan in the event of the named expert not being unavailable.

Only those proposals, which satisfy all of the above qualifying criteria, will be eligible for further evaluation.

3.2 Award Criteria

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender by applying the following award criteria:

- a) Comprehensive understanding of **safe food's** requirements in relation to the provision of requirements including demonstration of ability to meet the delivery time frame. (20%)
- b) Proposed approach / methodology. (30%)
- c) Skills, expertise and experience of key assigned personnel in providing the type of service required in this tender. (30%)
- d) Overall cost of the proposal on offer. (20%)

Award of contract may be subject to successful presentation and clarification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting and it is anticipated that this meeting will be held during the week commencing 15th February 2016.

4. Information Required

All tenders must include the following:

- a) Full name of business/institution and contact details including business name and telephone number, full address, telephone number, web site address (where available) and contact person dealing with this request (including contact details);
- b) Full details of staffing levels (Full-time and/or part-time) proposed to deliver the tender requirements;
- c) Name, and details of relevant prior experience, of the one designated individual with overall responsibility for delivery of the tender requirements;
- d) A list of existing customers with contact names for at least two sites where similar services have been provided;
- e) The full cost of the proposal including any appropriate breakdown. Costs may be submitted in Euro or Sterling, and any VAT applicable should be separately stated.

5. Conditions of Tender

- a) **Safefood** requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers;
- b) Information supplied by tenderers will be treated as contractually binding. However, **safefood** reserves the right to seek clarification or verification of any such information;
- c) Before any tender is awarded, the successful tenderer will be required to provide a valid Tax Clearance Certificate from the Revenue Commissioners;
- d) **Safefood** will not be liable in respect of any costs incurred by tenderers in the preparation of proposals or any associated work effort;
- e) Any conflict or potential conflict of interest must be fully disclosed;
- f) The tender should be emailed to acahill@safefood.eu on or before **5pm Friday 5th February 2016**;
- g) Applicants may be required to attend a presentation / clarification meeting during the week commencing 15th February 2016;
- h) Tenders delivered late will not be considered. In addition, incomplete tenders may be rejected;
- i) Any queries should be emailed to acahill@safefood.eu;
- j) Tenderers are advised that any responses supplied in respect of further information requested will be distributed to all other parties who have participated in this Request for Tender;
- k) The decision of **safefood** will be final.