

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 mini-competition stage depending on their teams specific needs.
- For more information on the artform teams, their policies and structures please see: <https://www.artscouncil.ie/arts-in-ireland/>

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 mini-competition.

DPS in Practice



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

Step by Step Guide

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

Login or Register

ETENDERS

AC/2022/16 - DPS for Artform Support Services

Login Online registration

Below you find information regarding this tender. To be able to work on a response for the buyer you have to be registered and logged in.

General information

Detailed description:
The Arts Council of Ireland has a number of specialist artform teams who manage application assessment and policy development for their artform areas. These teams regularly contract advisory, funding assessment and research services to assist their work in supporting and developing the arts in Ireland.

The DPS will be divided into four Categories (each a "Category") as described below:
Category 1 – Adviser Services
Category 2 – Lead Assessor Services
Category 3 – Support Assessor Services
Category 4 – Research Services

Each Category is sub-divided into the following artforms(Sub-Categories):

- Architecture
- Arts Participation
- Arts Centres
- Circus, Street Arts and Spectacle
- Dance
- Festivals
- Film
- Literature (English)
- Literature (Irish)

Registration

ETENDERS

Supplier registration

Instructions

Supplier Registration is free of charge. Data entered during registration must be accurate and up to date. Inaccurate information entered during the registration process may result in deactivation.

- The first registered person will automatically become the "administrator" of the company, who then will have the opportunity to create further company users, including users with administrator privileges
- There is no limit on the number of users that can be created within the supplier organisation
- A company can only be registered once so please contact etenders@eu-supply.com to determine if your company already has an account registered. The system will give a warning message if the VAT number for your company or the name is already registered in the system. If this occurs please contact your Company Administrator and they will add you as a user on the profile
- It will not be possible to merge multiply company registrations afterwards.

Please ensure you complete all mandatory fields. Mandatory fields are marked with *. An explanation for fields is provided when you click on the "?" beside the field. If you are unsure about your company registration please contact support at etenders@eu-supply.com

Supplier registration

GENERAL COMPANY INFORMATION

Type of organisation * ? Sole Trader
Type of Business Activity * ? N ADMINISTRATIVE AND SU

Company name * ? Arts Inc

VAT Number (or Organisation Number) * ? 1234567A

DUNS Code ? Is SME ?

Address * ? County and/or Post Code ?
City * ? Country * ?
Dublin Ireland

Description of business *Max 500 characters* *
Arts administration and related services

Company Contact Information
Company Contact Information must be supplied. This is the primary contact information Authorities will use to

Step by Step Guide

ETENDERS Close

Home / Public RFT

AC/2022/16 - DPS for Artform Support Services

Accept

Click 'Accept' to get access to the RFT information. Before you accept, make sure your user account is connected to the correct organisation number. When logged in you can find out if you click on [View your presentation here!](#) from your Home page. If you can't see the Accept button you need to first login or register your company. In case you are unsure if the company is registered please contact the helpdesk on etenders@eu-supply.com.

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- Arts Participation
- Arts Centres
- Circus, Street Arts and Spectacle
- Dance
- Festivals
- Film
- Literature (English)
- Literature (Irish)
- Music
- Opera
- Theatre
- Traditional Arts
- Visual Arts (Artists)
- Visual Arts (Organisations)
- Young People, Children and Education (YPCE)

Type of contract:
Services

Contracting authority:
Arts Council
70 Merrion Square
Dublin D02 NY52
Ireland
[View profile](#)

Contact:
Laura Ivers
<http://www.artscouncil.ie>

Dashboard

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

Instructions

To submit response:

Please allow some time for sending of your response.

We recommend testing your document uploading speed before the deadline.

After clicking 'Submit response' you will be required to verify yourself by enter your user name and password.

Evaluate the risk of potential interference (Internet connection speed, Internet connection failure, power failure, change of computerized workplace settings, etc.).

[Detailed instructions](#)

Warning: Company profile is not completed. You must complete your company profile or tender activities may be blocked. Please click on the links below to complete the Company profile

Missing profile information:

- [Employees](#)

Response not submitted (Scroll down to submit)

Time left: 80762:00:59

My Response [Contracts](#) [Messaging](#) [Audit trail](#)

RFT

[View RFT](#) [Access documents](#) [Assign user access](#) [Internal notes](#)

Dates	(Irish time)
Publication of notice	03-06-2022 08:03
DPS for Artform Support Services	
Deadline of clarification questions	23-06-2022 12:00
DPS tender start-time	01-06-2022 12:00
Response deadline	01-03-2032 12:00

My response

ESPD

Create ESPD response or select from ESPD response library

[Manage ESPD Responses](#)

ESPD response not completed!

DPS for Artform Support Services

Additional response documents

0 document(s) attached in this section

[Attach documents...](#)

Percent complete

Response not submitted

[View/Print response form](#)

[Cancel expression of interest](#)

[Submit response](#)

Step by Step Guide

Access Documents

Documents

Buyer: Arts Council

- Click on the documents to download them.
- The Download All button is available only if the contracting authority has activated it from their side.
- If there is a small plus sign next to a folder, click on it to expand the folder tree in order to see and download all subfolders and underlying documents.

Documents			
	Name	Size	Updated (Irish time)
RFQ folder			
DPS for Artform Support Services			
	Arts Council DPS RFATP.pdf	1724	01-06-2022 16:11
	Arts Council DPS ARD - Category 1.docx	80	01-06-2022 16:09
	Arts Council DPS ARD - Category 2.docx	81	01-06-2022 16:09
	Arts Council DPS ARD - Category 3.docx	80	01-06-2022 16:09
	Arts Council DPS ARD - Category 4.docx	79	01-06-2022 16:09
	Link to Arts Council Webinar Monday 20 June...	13	20-06-2022 17:56
	Arts CQ[1625].docx	21	23-06-2022 14:57

Close window



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

Step by Step Guide

Complete ESPD Response

Home / My RFTs / RFT 215450 / ESPD Responses

ESPD Responses

Instructions

Create, edit, view and delete ESPD response.

Please refer to the supplier guidance document for creating and managing ESPD responses which is available by clicking [HERE](#)

It is also possible to re-use ESPD responses created on other European tendering platforms by importing the correct xml standard file. eTenders is currently using ESPD schema version 1.0.2.

ESPD Responses

No documents uploaded

Export ESPD Request Import ESPD Responses

Create Done

ETENDERS Administration Laura Log out

Home / My RFTs / RFT 215450 / ESPD Responses / Edit /

ESPD Response

ESPD Sections

- Part I: Procurement Info
- Part II: Economic Operator
- Part III: Exclusion Criteria
- Part IV: Selection Criteria
- Part V: Candidates Reduction
- Part VI: Concluding Statements

ESPD Response

Part I: Information concerning the procurement procedure and the contracting authority or contracting entity

Information about publication

For procurement procedures in which a call for competition has been published in the Official Journal of the European Union, the information required under Part I will be automatically retrieved, provided that the electronic ESPD-service is used to generate and fill in the ESPD. Reference of the relevant notice published in the Official Journal of the European Union:

Notice number in the OJS: 2022/S 107-300320

In case publication of a notice in the Official Journal of the European Union is not required, please give other information allowing the procurement procedure to be unequivocally identified (e. g. reference of a publication at national level)

Identity of the procurer

Official name: Arts Council Country: Ireland

Information about the procurement procedure

ESPD Guidance – Pages 17 - 27



Supplier completes ESPD response – Review of complete response

Supplier has been notified that their response has been received and they can now review their response. If there are any errors, the supplier can click on the 'Edit' button to return to the 'Review of complete response' page. If there are no issues, the supplier can click on the 'Submit' button to submit their response.

Note: The image presented here is a sample of the overall ESPD Response

Step by Step Guide

Complete ARD for all Category/Sub-Category Combinations

COMPLETE APPLICANT/COMPANY DETAILS AS SET OUT IN TABLE BELOW

SUB-CATEGORY APPLIED FOR	<i>[Insert only one Sub-Category. A separate ARD MUST be completed for each Sub-Category]</i>
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 Sub-Category	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 Sub-Categories	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	Yes/No (Please tick box, as appropriate)	
		Yes	No
Architecture Sub-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	At least 5 years' experience working at a senior level within the selected artform (Sub-Category) 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 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.		

REFERENCE CONTRACT 1

Name of Project	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 Contracting 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 <i>[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.]</i>
Address of Client Referee	Click here and insert address
Telephone of Client Referee	Click here and insert telephone number

Step by Step Guide

Upload ARD and Submit

Attach documents

Lot: DPS for Artform Support Services
Buyer: Arts Council

Documents

You can attach documents applicable to the RFT enquiry.

To attach a document from your computer, click on 'Upload files'.

To edit or delete a document from the list, check the box to the left of the document name and then click on 'Edit' or 'Delete'.

Please note that your documents will be scanned for viruses after you have uploaded them. This process is happening in the background and does not prevent you from submitting the response.

Document icons	Status icons
Tools menu	New version available
Contains virus	
Scan in progress	
Signed	
Archived	

Documents			
RFQ folder	Name	Size	Updated (Irish time)
<input type="checkbox"/>	Demo - Arts Council DPS ARD - Category 1 (...)	82	14-12-2022 10:13

Upload files... Add from shared folder... Sort Delete Done

My response

ESPD

Create ESPD response or select from ESPD response library

Manage ESPD Responses

DPS for Artform Support Services

Additional response documents

1 document(s) attached in this section

Attach documents...

Progress

ESPD response uploaded
14-12-2022 10:21 (Irish time)

Percent complete



Response not submitted

View/Print response form

Cancel expression of interest

Submit response

Thank You

Please direct follow up queries to: ArtsDPS@artscouncil.ie