



Invitation to Tender
For
IT Strategy for Comhar Naíonraí na Gaeltachta

Procedure	OPEN
Date of Issue	14/11/2024
Closing Date for Inquiries	05/12/2024
Email Address for Inquiries	ray@cng.ie
Closing Date/Time for Tenders	12/12/2024
Instructions for returning Tenders	To be sent to: ray@cng.ie

Value of Contract	€5,000 - €8,000
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Part 1 - Introduction

Who are Comhar Naíonraí na Gaeltachta?

Comhar Naíonraí na Gaeltachta (CNNG) is a company limited by guarantee whose objective is to provide an excellent early years' service, through Irish, in the Gaeltacht areas. CNNG provides the necessary infrastructure for the early years services as well as providing administrative, support and training services for those services.

There has been significant growth in the number of early years services with CNNG over the past few years, together with the range of services and the number of children served. At this time there are over 130 early years services/sessions under the direction of Comhar Naíonraí na Gaeltachta and there is a continuous increase in the number of services coming in every year under the structure of the organisation. The company has offices in all major Gaeltacht areas and over 1,800 children attend our services.

The Organisation is responsible for administering an annual budget of €6m. The Organisation currently employs an administrative team of twelve.

Review of Comhar Naíonraí na Gaeltacht's IT Structure

CNNG is a company limited by guarantee whose board of directors is made up of representatives from Early Years Services and Údarás na Gaeltachta. CNNG receives a large part of its income from state sources, it is Roinn na Gaeltachta and Údarás na Gaeltachta that provides the funding to support the organization's administrative costs.

The organisation has a three-year strategic plan for the period 2023 to 2026. In parallel with this, the board of directors wishes to carry out an independent review of the IT Structure that is currently in place and wishes to appoint an Independent Consultant (IC) to develop an IT strategic plan for the organisation . This will ensure that the organisation has the appropriate IT structures in place to operate to the highest standards.

Part 2 – Requirements and Specifications

CNNG's board of directors aims to conduct an independent review and analysis of the suitability and effectiveness of the current Information and Technology structure and recommend an effective IT operational framework and policy for the organisation. CNNG intends to appoint an independent external consultant, with expertise in matters of IT, to undertake this review. It is the goal of the board of directors to look at the effectiveness of the current IT structure and to make recommendations that will help to strengthen the organisation to ensure it is operating in line with best practice. It is envisioned that the successful candidate would be fluent in Irish as Comhar Naíonraí na Gaeltachta is an Irish speaking organization.

Tasks

In line with CNNG's Strategic Plan 2023-2026

comhar-naionrai.ie/uploadedfiles//Comhar-Naionrai-na-Gaeltachta-Plean-Straiteiseach.pdf

1. Conduct an independent review to:
 - a. Assess the suitability of the current IT structure
 - b. Identify gaps to determine what needs to be achieved going forward.
 - c. Provide recommendations with a detailed proposal for an effective updated IT operational framework to ensure effective everyday operation and ongoing maintenance.
2. Review, develop and update CNNG's current IT policies, to ensure that they are in line with best practice.

The proposal on an updated IT Operational Framework should:

- (a) Ensure that IT remains within the remit of the budget and in line with current legislation and statutory rules.
- (b) Include a template and Framework for ICT audits (including security audits) to be initiated every two years, and ensuring any weaknesses identified during the audits are identified and promptly remediated.
- (c) Include a 3-year roadmap for transition from the existing operational framework to the updated framework to include:
 - Mapping of the projected growth and costings over the course of the 3-year roadmap to enable predictable budgeting for the time frame.
 - Actions to be taken in year one - any steps or general actions that must be taken to strengthen the performance of CNNG's current systems with detailed costing of same.
 - Action to be taken years two and three, prioritizing any changes that should be made to the IT structure that would contribute to the efficient functioning of the organisation, and to align it with best practices – with detailed costing of same.
- (d) Include a template for annual ICT budget preparation, monitoring and review.
- (e) Include an ICT Risk register with a protocol for the ICT Risk register to be updated, any major risks identified in this initial phase should include guidance on mitigation within reasonable timeframes.
- (f) A method for the periodic monitoring, evaluation and review of the effectiveness of the operational framework in meeting CNNGs operational needs.



Part 3 - Eligibility and Award Criteria

• Previous experience

Bidders must demonstrate their previous experience in delivering three contracts of a nature and scale comparable to the requirements set out under this competition. Bidders are advised that the reference contracts listed must demonstrate the ability to deliver the various aspects of service required to meet the requirements of the Contracting Authority. You are requested to provide the following information for each contract referred to:

- (i) Name of the Client
- (ii) Service delivery period/dates
- (iii) Scope of services provided
- (iv) Language of service delivery

• Award Criteria

The contract will be awarded on the merit of an internal scoring system. This tender will be awarded based on the most economically advantageous tender and also have due regard to the competence of the tenderer to deliver the project in the Irish language.

This award criteria is divided as per below:

- *25% Methodology*
- *25% Previous Experience*
- *25% Price*
- *25% Irish Language capability*

No commitment of any kind, contractual or otherwise, shall be effective unless and when a formal written contract is executed by or on behalf of the Contracting Authority. No rights enforceable by the outbidder shall arise from the fact that notice of award has been given by the Contracting Authority in relation to the status of the selected outbidder. The Contracting Authority may cancel this public procurement competition at any time before a formal written contract has been executed by or on behalf of the Contracting Authority. The Contracting Authority does not bind itself to accept the lowest price Tender, or any Tender.

Valuation of the contract €5,000 - €8,000

Date of Delivery

Comhar Náionraí na Gaeltachta intends to award the contract to the most economical application before 12/12/2024 and it is expected that the work will be completed by the 28/02/2024.