

REQUEST FOR PROPOSAL TO PROVIDE CONSULTANCY SERVICES

Title: Mid term review of the implementation of the Geoscience Research Contract awarded to UCC to facilitate the Web enablement of GSI data.

Location: Coastal and Marine Resource Centre
University College Cork
Glucksman Marine Facility, Naval Base
Haulbowline
Cobh
Cork

Contract: Short term contract to be discussed and finalised with successful applicant but unlikely to exceed 1 month

1. INVITATION TO SUBMIT A PROPOSAL FOR THE PROVISION OF CONSULTANT SERVICES

1.1 Outline

GSI a division of the Department of Communications, Energy and Natural Resources issues this Call for Proposals with a view to assessing at mid term whether satisfactory progress has been achieved by CMRC in implementing the contract awarded to them to facilitate the Web enablement of GSI data. The contract and the CMRC application for grant aid can be accessed at www.gsi.ie.

The work will be carried out for the **Geological Survey of Ireland (GSI)** at the CMRC headquarters in Cobh County Cork

1.2 Query Handling

Any queries concerning this document should be addressed to:

**Mr Ray Scanlon
Geological Survey of Ireland,
Beggars Bush,
Haddington Rd.,
Dublin 4,
Ireland.**

Telephone: +353-1-678 2740 (direct line)

Fax: +353-1-668 1782

e-mail: ray.scanlon@gsi.ie

1.3 Closing Date for Receipt of Proposals

The closing date for receipt of Proposals is:

12.00 noon on Wednesday 29th July 2009

It is the responsibility of the proposer to ensure the proposal is received on time and late proposals however transmitted will not be opened.

1.4 Address for Proposals

The Proposal should be enclosed in a sealed envelope, marked "**Proposal for Mid term Review of CMRC Geoscience Research Contract**" and addressed to:

**Michael O'Mahony
GSI Central Administration
Geological Survey of Ireland
Department of Communications, Energy and Natural Resources
Beggars Bush
Haddington Road
Dublin 4.**

1.5 Language of Proposal

The proposal must be completed in the English language.

1.6 Financial Arrangements

Payment for all services will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful consultant, following the award of the contract.

2. INTRODUCTION AND BACKGROUND

2.1 Background

The Griffith Geoscience Research Awards is an all Ireland Scheme administered by the GSI that provides grants to third level institutions and other organisations for priority geoscience research and geology education services. They were developed with a view to significantly increasing overall research capacity particularly in priority areas of geoscience research as outlined in the National Geoscience Programme 2007-2013. They support the development of the knowledge economy and government initiatives in the expansion of science and engineering. The Government provided €10M for the Griffith Geoscience Research Awards in the National Development Plan 2007-2013

Contracts were signed with the grant recipients in June 2007 including CMRC of UCC. Their contract provided for a total grant of €851,877 staggered over 4 years conditional on milestones being met and compliance with reporting requirements

2.2 Objectives

The objectives of the CMRC contract are:

- To facilitate open access to GSI data on a web enabled basis
- To achieve innovations in geoscience data management and delivery
- To build capacity within and between the GSI and CMRC
- To engage the Irish geoscience community by providing examples of the benefits of data sharing

2.3 Mid term Review

The Minister is required under Section 3.2 and Schedule 4 of the contract to review the performance of the research team at midway or within a reasonable period thereafter and the payment of the remaining tranches of the grant are dependent on a satisfactory outcome to this review.

2.4 Scope of Review

The successful applicant will on behalf of the Minister carry out a review and assessment of the activities and progress of the Research Group to date, having regard in particular to any publications or other Major Outputs of the Research Group during the relevant period. Such review and assessment shall be carried out by reference to the proposals of the Grantee as set out in their application for financial assistance and the terms of the contract.

3. KEY TASKS

3.1 The reviewer will conduct a review and assessment of the activities and progress of the CMRC Research Group under the contract since June 2007, having regard in particular to any publications or other Major Outputs of the Research Group during this period. Such review and assessment shall be carried out by reference to the proposals of CMRC as set out in its Application and taking account of any subsequent modifications.

3.2 Upon the completion of such review and assessment the Reviewer shall report in writing of his/her determination that:

- (a) the CMRC has substantially complied with its obligations under the contract and with the proposals set out in its Application; or
- (b) the CMRC has failed to comply with certain of its obligations under the contract and Application , with recommendations on whether/how such failure might be remedied or
- (c) the CMRC has substantially failed to comply with its obligations under the contract and Application , with recommendations on whether its entitlement to receive the Grant shall cease forthwith.

4. EDUCATION, PROFESSIONAL QUALIFICATIONS, KNOWLEDGE, SKILLS, APTITUDE, EXPERIENCE

- A recognised degree in Earth Science/Geology/Physical Geography/Environmental Science (or equivalent)
- A postgraduate qualification in Geoscience
- At least 10years geological research experience

5. TIME PERIOD.

Short term contract to be discussed and finalised with successful applicant but unlikely to exceed 1 months

6. EVALUATION OF PROPOSALS AND AWARD CRITERIA

A contract will be awarded from the Proposals received on the basis of:

The Most Economically Advantageous Proposal

A scoring approach will be adopted in determining the Most Economically Advantageous Proposal. Scoring will be made based upon the proposal and an interview. The following Award Criteria, with the maximum scores provided in brackets, will be applied to determine which Proposal is the most economically advantageous:

- Relevant experience, expertise and qualifications (40 marks).
- Quality of proposal (20 marks)
- The cost of the consultancy service (exclusive of VAT) (40 marks).

The Proposal that is deemed to be The Most Economically Advantageous will be invited to enter into discussions with a view to being awarded a contract to provide the services requested in these documents.

7. REQUIRED INFORMATION

You are required to provide the following information in the format indicated below. Failure to do so may result in your Proposal not being considered.

7.1 Personal Information

You are required to provide the following:

- Name

- Address
- Telephone number
- Fax number (if any)
- E-mail address and
- Website address (if any)

of the person submitting the Proposal and who will carry out the work for the services requested in these documents.

7.2 Other information

You are required to provide:

- The information requested in Section 4 of this document to enable the Project Manager to assess your proposal.
- Confirmation of acceptance by the Consultant of the Conditions described in Section 8 of this Request for a Proposal.
- Confirmation of your availability for the stated timeframe for this project.
- A statement that he/she is able to carry out all the work requested by the Project Sponsors, specified in Section 3 of this document in the stated timeframe.

8. CONDITIONS

These following conditions will apply to all Proposals:

1. Information provided by Consultant will be treated as contractually binding. However, the Project Sponsors reserve the right to seek clarification or verification of any such information.
2. Before a contract is awarded the successful Consultant will be required to produce a copy of their Tax Clearance Certificate.
3. All payments made to the Consultant will be liable to the deduction of with-holding tax. The current rate is the standard rate of income tax - 20%.
4. The GSI will not be liable in respect of any costs incurred by proposers in the preparation of Proposals or any associated work effort.
5. Proposals which are delivered late will not be considered. All Proposals must be delivered to the address in Section 1.4 by 12.00 noon on Wednesday 29th July 2009.
6. Evidence of Public Liability and Employer Liability Insurance for the Consultant will be required before a Contract is awarded.
7. Any conflicts of interest involving a Consultant must be fully disclosed to the Minister for Communications, Energy and Natural Resources, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the Consultant.
8. Any registerable interest involving the Consultant and the Minister for Communications, Energy and Natural Resources, members of the Government, members of the Oireachtas or employees of the Department

of Communications, Energy and Natural Resources or their relatives must be fully disclosed in the response to this Request for a Proposal or should be communicated to the Department of Communications, Energy and Natural Resources immediately upon such information becoming known to the Consultant, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act, 1994.

9. Copyright of all foresight knowledge data and information, as well as all derivatives created by this consultancy in its entirety will be vested in the Geological Survey of Ireland as representative body on behalf of the Minister for Communications, Energy and Natural Resources