



CoisTine
soundscapes

Cois Tine Soundscapes Curator of Stories in Residence 2018

Cavan County Council Arts Office in partnership with Cois Tine Soundscapes invites submissions for a Curator of Stories in Residence to promote the art of storytelling as a way of sharing culture and building memory.

Deadline for submissions: Thursday 31 May 2018



For further information: www.cavanarts.ie
Enquiries in writing: rtidy@cavancoco.ie

Curator of Stories in Residence 2018 Request For Tender(s) (RFT)

The RFT Particulars

Cavan County Council in partnership with Cois Tine Soundscapes is seeking a Curator of Stories in Residence to promote the art of storytelling as a way of sharing culture and building memory.

The Storyteller plays a unique and valuable role in the community, using the art of storytelling as a way to highlight cultures, traditions and knowledge. As the first Curator of Stories in Residence in Cavan, the objectives of the residency are:

- Identifying and presenting some of our best stories that capture a unique angle on our culture
- raise the profile of storytelling as an art form and cultural expression
- work with technologies in documenting those stories, and assist the Arts Office in promoting the work to as wide an audience as possible.

The successful candidate will begin the residency with a period of research and development: to further research their chosen theme relevant to a Cavan context, preferably which has potential for a broader reach, and to identify storyteller contributors to their work.

During this period, and in consultation with the Arts Office and other key stakeholders, the Curator of Stories will also further develop strategies to meet the remainder of the objectives.

Contracting Authority	<i>Cavan County Council</i>
Duration	<i>Up to a maximum of one (1) year</i>
Procedure	<i>Open – in accordance with the Per Cent for Art Scheme National Guidelines 2004</i>
Issue Date	As per date of Public Notice
Closing Date for Queries	Thursday 31st May 2018 @ 4pm
Email for Queries	All queries to be sent to Rhonda Tidy in writing at rtidy@cavancoco.ie
Closing Date / Time For receipt of Completed submissions.	Thursday 31st May 2018 @ 4pm
Submission of Applications under this RFT	4 hard copies of your Application and support material must be submitted to the address below:-

Curator of Stories Residency
The Arts Office
Cavan County Council
Farnham Street
Farnham Centre
Cavan
H12 C9K1
Ireland

1. Curator of Stories in Residence 2018 Information & Instructions Document

Refer to **Appendix 2** for details.

1. RFT Instructions to Candidates

Under this RFT, Candidates must submit a completed Application Form (**Appendix 1**).

The Application Form requires:-

- Section A and B to be completed per each submission.

Note: please complete relevant sections before printing hard copies.

Every effort has been made to ensure that this document contains all the necessary information for the completion of applications. Cavan County Council does not warrant or represent that this document, or any other information given to candidates, is accurate or complete. No liability is accepted for any error, misstatement, or omission (negligent or otherwise) in this document, or in any other information given to candidates.

2. Completing the Application

When completing the Application Form contained in **Appendix I** to this RFT document, candidates should note the following conditions:

- All questions must be completed in full and without reference to other documents or other parts of the application.
- All questions should be answered with relevance to the subject matter of this competition. For the avoidance of doubt, it is emphasised that the information requested in the application is aimed solely at determining the suitability and choice of candidates for short listing purposes.
- Where a 'Rule' is associated with a particular criterion, candidates must satisfy the requirements of the rule in order to remain eligible for consideration in the competition.
- The application must be completed in English and where copies of original documents are provided in languages other than English, a complete and accurate English translation should be provided or the documents will not be considered during the evaluation process.
- Failure to provide a sufficient level of detail or to explain adequately any relevant matters may result in such data or information not being taken into account during the evaluation process.
- Candidates are strictly prohibited from discussing any aspect of their application for this competition with other candidates or otherwise exchanging information or colluding in respect of the project. Any candidate who fails to comply with this requirement may be disqualified.
- Cavan County Council is not responsible for and will not pay for any expense or cost incurred or loss suffered by a candidate in the preparation or submission of its application or otherwise. Furthermore, Cavan County Council is not responsible for any travel or accommodation costs incurred by the candidate. Each candidate is fully

responsible for the entirety of all expenses and/or costs it incurs in the presentation or submission of an application or in participating in this process and competition.

3. Queries

All clarifications/additional information will be issued via email and will be made available to all potential candidates who have noted their interest with the Council.

All queries should be submitted on or before the **Closing Date for Queries as stated in the RFT Particulars**, to enable clarifications to be issued to all interested candidates prior to the deadline date for the receipt of applications.

4. Application Form

Applications under this RFT must be submitted as detailed in the RFT Particulars on page 2 above. For full submission criteria please see Appendix I, Section A.

5. Opening and Evaluation of Applications

Applications will be evaluated in accordance with the following process:-

Stage 1: Applications will be stamped in the presence of a member of the procurement team before being shortlisted according to the criteria in Appendix I and II. Candidates will be notified of the results within two weeks of the deadline.

Stage 2: Successful Stage 1 candidates will be invited for interview.

- **Compliance**

Applications must contain the required information and be submitted to the correct location no later than the tender submission deadline

- **Selection procedure**

Compliant Applications will be shortlisted based on the Pass/Fail and weighted selection criteria, specified in the application.

- **Award Procedure**

Award of Contract will be based on an Interview process. Candidates applications that are successfully shortlisted will be called for interview.

6. Clarification of Applications

While not being obliged to seek clarifications from candidates, Cavan County Council reserves the right, at its absolute discretion, to ask candidates for clarification or elaboration of their applications to assist in its evaluation of applications.

However, it is stressed that Cavan County Council will not seek clarification where any of the pass requirements set out in the application have not been met. Therefore, candidates should pay particular attention to ensure that their applications contain all the required information as even small administrative errors (such as failure to sign or date a declaration) will not be clarified by Cavan County Council where the required information forms part of the pass requirement.

7. Canvassing

Any effort by the Candidate to unduly influence Cavan County Council, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of applications and in decisions concerning the award of the contract shall have their application rejected.

In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

8. Inducement to Purchase

Cavan County Council shall be entitled to disqualify a candidate in one of the following circumstances:

- if the candidate has offered or given or agreed to give to any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to do, or for having done or forborne to do, any action in relation to the obtaining or execution of this contract award procedure or showing or forbearing to show favour or disfavour to any person in relation to this contract award procedure or any other contract award procedure with Cavan County Council, or
- if like acts have been done by any other person employed by the candidate or acting on its behalf (whether with or without the knowledge of the candidate).

PLEASE REFER TO APPENDICES I & 2 TO COMPLETE YOUR SUBMISSION

Appendix I

Application Form And Qualification Questionnaire Cois Tine Soundscapes Curator of Stories in Residence 2018

Application Form/Qualification Questionnaire Rules

- Candidates must complete Section A and Section B in accordance with the rules/requirement.
- Please complete this form before printing and signing.

Section A – Pass/Fail (Criteria)

LEGAL, FINANCIAL AND ECONOMIC CAPACITY		
REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A1	Candidate Summary	Candidates must complete this section.
A2	Tax Compliance	Note: Candidates must furnish an up to date tax clearance certificate or alternatively complete the Self-Declaration Form (A2) providing information regarding their tax compliance.
A3	Insurance Compliance	Note: Candidates must furnish an up to date Insurance details or alternatively complete the Self-Declaration Form (A3) providing information regarding their Insurances.
A4	Declarations of Bona Fides	Candidate must complete, sign and date these declarations. In relation to the Declaration of Bona Fides non-compliant candidates under any of the headings will be automatically disqualified.
TECHNICAL AND PROFESSIONAL CAPACITY		
REF	PASS/FAIL CRITERIA	PASS REQUIREMENT
A5	Driving license	Candidates must complete the declaration form (A5) to confirm that they have a full clean driving license. (The successful Candidate will be required to provide proof)
A6	Garda Vetted	Candidates must complete the declaration form (A6) and must furnish evidence that they have passed a Garda Vetting (if working with minors)
A7	Availability	Candidates must complete the declaration form (A8)
A8	Health and Safety	Candidates will be obliged to comply with Cavan County Council’s Health & Safety requirements, and must satisfy Cavan County Council’s External Safety and Health Prequalification Questionnaire for Specialist Contractor. Complete Questionnaire (A9)

Section B – Weighted (Criteria)

TECHNICAL AND PROFESSIONAL CAPACITY				
REF	WEIGHTED CRITERIA	MAX POINTS AVAILABLE	Requirement - Scored under the following Headings	MIN POINTS REQUIRED
B1	Relevant Experience		<p>Candidates must complete - Biographical Summary (B1) confirming their years of experience and outlining details of previous relevant or similar experience under the following Headings.</p> <ul style="list-style-type: none"> • RELEVANT SPECIALIST KNOWLEDGE & EXPERTISE • ARTISTIC QUALITY • DEVELOPING AND PROMOTING • TECHNOLOGY <p>Candidates will be scored on their responses.</p>	
		2500	<p>SPECIALIST KNOWLEDGE & EXPERTISE - Candidates must demonstrate that they are a professional storyteller or artist/facilitator and have a minimum of 3 years experience with stories in an arts and community context.</p>	1500
		3500	<p>ARTISTIC QUALITY - Demonstrate the ability to develop and deliver a high quality proposal relevant to the brief.</p>	2500
		1500	<p>AUDIENCE DEVELOPMENT - Working with team members at Cois Tine and Cavan County Council, demonstrate the ability to reach new and existing audiences.</p>	1000
		2500	<p>TECHNOLOGY - Candidates must demonstrate a minimum of 3 years previous experience in using new technologies to aid documentation and dissemination of the work required under this competition.</p>	1500

SECTION A
PASS/FAIL CRITERIA

A1. CANDIDATE SUMMARY	
Weighting: Pass/Fail only	
Pass requirement: Candidates must complete this section.	
Name	
Position	
Address	
Telephone Office	
Telephone Mobile	
Email	
Legal Status (if any) (Company, LTD, Partnership, etc:	

A2 - TAX COMPLIANCE – TAX CLEARANCE CERTIFICATE DECLARED BY SELF-DECLARATION

Weighting: Pass/Fail only

Pass requirement: Candidates must complete the self-declaration (A2) providing information regarding their Tax Compliance.

Tax Clearance	Please Confirm Yes/No	
(A) I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.	Yes	No
Do you grant Cavan County Council permission to verify your tax cleared position online via Revenue.ie?		
Information required using new tax clearance certificate status adopted in 2016		
Applicant Name		
Applicant PPSN/Tax Reference Number		
Access Number		
Or (B) I confirm that I currently hold a valid tax clearance certificate	Registration Number	
	Certificate Number	
Or (C) I confirm that I currently have applied for a Tax Clearance Certificate that will be made available on request	Yes	No

A3 - INSURANCE COMPLIANCE - DECLARED BY SELF-DECLARATION

Insurances

Weighting: Pass/Fail only

Pass requirement: Candidates must complete the self-declaration (A3) providing information regarding their Insurance Compliance.

A. I confirm that we have the following insurances in place

Insurance Type	Level in Place	Details of Any Excess	Expiry Date
Public Liability			
Professional Indemnity			
Employers Liability (if applicable)			

AND

I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances in place.

Yes →
No →

Required Levels & Indemnity

Public Liability Level €2.6 million

Professional Indemnity €1 million (optional / recommended)

Employers Liability Level €13 million (if applicable)

Indemnity to Cavan County Council as Principal is also required.

AND

I confirm that I will provide the following promptly on request at any time prior to the award decision being made:

- evidence of insurances in place **or**
- letter from Insurance Broker confirming that the required levels could be put in place if successful

Yes →
No →

Signed:

Position:

Dated:

A4. DECLARATION OF BONA FIDES (ARTICLE 57 OF Directive 2014/24/EU)

Weighting: Pass/Fail only

Pass requirement: Candidates must complete, sign and date this Declaration. Cavan County Council reserves the right at its discretion to exclude a non-compliant candidate under each heading.

Mandatory exclusion

Economic Operators will be excluded from the procurement process if, within the past five years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved).

		YES	NO
	Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, management or control, been convicted of any of the following offences?	Please indicate your answer by marking 'X' in the relevant box	
1.1.a	participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA;		
1.1.b	corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established;		
1.1.c	fraud within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests;		
1.1.d	the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence;		
1.1.e	the subject of a conviction for money laundering or terrorist financing;		
1.1.f	the subject of a conviction of child labour and other forms of trafficking in human beings;		
1.2	<p><u>Non-payment of taxes or social security obligations</u></p> <p>Has it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?</p> <p>Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved</p>		

Discretionary exclusion An Economic Operator who answers 'Yes' in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.			
2.1 Please indicate if any of the following situations have applied, within the past three years, or currently apply, to your organisation.		YES	NO
The Economic Operator:		Please indicate your answer by marking 'X' in the relevant box	
2.1.a	has not, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU;		
2.1.b	is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;		
2.1.c	is guilty of grave professional misconduct which renders its integrity questionable;		
2.1.d	has entered into agreements with other economic operators aimed at distorting competition;		
2.1.e	has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;		
2.1.f	confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures;		
2.1.g	has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.		
2.1.h	<ul style="list-style-type: none"> • is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or • has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or 		
2.1.i	has undertaken to: <ul style="list-style-type: none"> • unduly influence the decision-making process of the contracting entity, or • obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or • negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award. 		

DECLARATION RE STATUTORY OBLIGATIONS				
We confirm that we are fully compliant with the following legislation or equivalent:			YES	NO
i.	Employment Equality Acts 1998-2011			
ii.	Equal Status Acts 2000-2011			
iii.	National Minimum Wage Act 2000 as amended			
iv.	Organisation of Working Time Act 1997 as amended			
v.	Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007			
vi.	Disability Act 2005			
AND				
We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards.				

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration will lead to my organisation being excluded from participation in this and future tenders.

This declaration is made for the benefit of the contracting entity.

Name of Economic Operator	
Authorised Signatory	
Name in print or block capitals	
Rank/Position	
Date	

NOTE: The term Economic Operator covers equally the concepts of Contractor, Supplier and Service Provider whether as Candidate, Tenderer or Participant under an award procedure in accordance with the relevant Public Procurement Directive.

A5. DRIVING LICENSE - DECLARATION FORM

Weighting: Pass/Fail only

Pass requirement: Candidates must complete the declaration form (A5) to confirm that they have a full clean driving license. (The successful Candidate will be required to provide proof)

I confirm that I currently have a full clean driving license.

Yes →

No →

I confirm that should my application be successful, I will submit a copy of my license as proof of same.

Yes →

No →

Signed:

Position:

Dated:

A6. GARDA VETTED - DECLARATION FORM (if applicable)

Weighting: Pass/Fail only

Pass requirement: Candidates must complete the declaration form (A6) and must furnish evidence that they have passed a Garda Vetting only if working with minors.

I confirm that I have been Garda Vetted and have obtained a full garda clearance.

Yes →

No →

I attach evidence of same.

Yes →

No →

Signed:

Position:

Dated:

A7 AVAILABILITY	
Weighting: Pass/Fail only	
Pass requirement: Candidates must complete the declaration form (A8)	
i.I/We confirm that should our application be successful I/We will be Available in Cavan in 2018/2019 to deliver the services over the lifetime of the contract.	

Signed:	Position:	
Dated:		

A8 HEALTH AND SAFETY**Pre-Qualification Questionnaire: SPECIALIST CONTRACTOR**

Registered Name and Address of organisation:	Name and position of person completing questionnaire	Date:
Scope of works covered by this questionnaire (list type of previous work and reasonably foreseeable future work which will be carried out for Cavan County Council)		

1.0 EXPERIENCE

Ref	Item	Details
1.1	Provide examples of similar projects your services were employed on	Details enclosed Yes No N/A

2.0 TRAINING

Ref	Item	Details
2.1	Provide evidence of Health and Safety training delivered to staff including records, certificates of attendance and adequate Health and Safety induction training of site based workforce	Details enclosed Yes No N/A

3.0 SAFETY & TECHNICAL KNOWLEDGE

Ref	Item	Details
3.1	Do you have an accident/incident reporting procedure?	Details enclosed Yes No N/A
3.2	How do you ensure that all relevant employees are aware of the site rules as detailed in the Safety Statement?	Details enclosed Yes No N/A
3.3	How will you monitor compliance with site rules and controls identified in the Safety Statement?	Details enclosed Yes No N/A
3.4	What mechanisms do you have in place to ensure that relevant workers receive site specific induction?	Details enclosed Yes No N/A

4.0 HEALTH & SAFETY MANAGEMENT

Ref	Item	Details
4.1	Provide a copy of your organisation's Safety Statement that complies with section 20 of the Safety, Health and Welfare at Work Act 2005	Copy enclosed Yes No N/A
4.2	Does your organisation have access to a competent safety officer/consultant?	Details

		enclosed Yes No N/A
4.3	How does your organisation ensure the ongoing identification of hazards, the assessment of risks and the implementation of necessary control measures?	Details enclosed Yes No N/A
4.4	Detail how you will monitor compliance with the identified control measures	Details enclosed Yes No N/A

5.0 REGULATORY COMPLIANCE

Ref	Item	Details
5.1	Has your organisation received any convictions or Enforcement Notices from the Health and Safety Authority in the last 5 years?	Details enclosed Yes No N/A
5.2	Has your organisation been prosecuted for breaches of Safety Legislation within the last 5 years?	Details enclosed Yes No N/A

For Internal Use Only:

Based on the information provided, the Assessor deems _____ competent in fulfilling the role as a Specialist Contractor.

Assessor

Signed: _____

Date: _____

Cois Tine Soundscapes Curator of Stories in Residence 2018

SECTION A

Weighted Criteria

B1 – Previous Experience,
Weighting: Pass/Fail only

Pass requirement: Candidates must complete - Biographical Summary (B1) confirming their years of experience and outlining details of previous relevant or similar experience under the following Headings.

SPECIALIST KNOWLEDGE & EXPERTISE - Candidates must demonstrate that they are a professional storyteller or artist/facilitator and have a minimum of 3 years experience with stories in an arts and community context.

ARTISTIC QUALITY - Demonstrate the ability to develop and deliver a high quality proposal relevant to the brief.

AUDIENCE DEVELOPMENT - Working with team members at Cois Tine and Cavan County Council, demonstrate the ability to reach new and existing audiences.

TECHNOLOGY - Candidates must demonstrate a minimum of 3 years previous experience in using new technologies to aid documentation and dissemination of the work required under this competition.

Candidates will be scored on their responses.

SUMMARY DETAILS

Name	Click here and insert response
Area(s) of Expertise (include all team members if relevant)	Click here and insert response

Proposed Role of Applicant	Click here and insert response	
# of Years Experience	Click here and insert response	
Previous Relevant Experience		
Description of Relevant Experience	Year	Funded Project
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
Click here and insert response	insert yr	Click here and insert response
EMPLOYMENT RECORD		
Employer	Period	Position and Key Expertise
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
Click here and insert response	insert period	Click here and insert response
<u>SPECIALIST KNOWLEDGE & EXPERTISE</u>		
Please describe (in no more than 1000 words) artist(s) specialist knowledge and expertise relevant to the proposal.		
Click here and insert response		
<u>ARTISTIC QUALITY</u>		
Please describe (in no more than 1000 words) how your proposal will deliver on artistic quality		
Click here and insert response		
<u>TECHNOLOGY</u>		
Please describe (in no more than 1000 words) artist(s) specialist knowledge and expertise		
Click here and insert response		

Submission Checklist, must include x 4 hard copies of the following:

- Current CV of applicant. If making a submission on behalf of an organisation or if your proposal includes collaborating artists and/or technical support, please include CV's of all artists and/or organisations role and profile as appropriate.
- A detailed signed proposal, including proposed timeline and budget.
- Completed Application Form (Appendix I)
- Examples of relevant work (a maximum of 6)
- Referees x 2
- Support material as relevant

NB: Please ensure you have read and understand the requirements outlined in Appendices and RTF form.

All applications (4 x hardcopy) to be submitted to:

Curator of Stories Residency
 The Arts Office
 Cavan County Council
 Farnham Street
 Farnham Centre
 Cavan
 H12 C9K1
 Ireland

Deadline for submissions: 16:00, Thursday 31st May 2018

Late submissions cannot be accepted



Enquiries in writing please: Rhonda Tidy E: rtidy@cavancoco.ie

Appendix II

Curator of Stories in Residence 2018

Information & Instructions Document

1. Introduction

Cavan County Council in partnership with Cois Tine Soundscapes is seeking a Curator of Stories in Residence to promote the art of storytelling as a way of sharing culture and building memory.

The Storyteller plays a unique and valuable role in the community, using the art of storytelling as a way to highlight cultures, traditions and knowledge. As the first Curator of Stories in Residence in Cavan, the objectives of the residency are:

- **Identifying and presenting some of our best stories that capture a unique angle on our culture**
- **raise the profile of storytelling as an art form and cultural expression**
- **work with technologies in documenting those stories, and**
- **assist the Arts Office in promoting the work to as wide an audience as possible.**

The successful candidate will begin the residency with a period of research and development: to further research and consolidate their chosen theme relevant to a Cavan context, and to identify storyteller contributors to their work. The proposal will include a rationale with strong artistic merit and have potential for a broad reach. During this period, and in consultation with the Arts Office and other key stakeholders, the Curator of Stories will also further develop strategies to meet the remainder of the objectives, such as developing content, meeting deadlines, adhering to the budget.

Applicants should have the following credentials:

- A professional storyteller or artist/facilitator who has a minimum of three years experience with stories in an arts and community context.
- Demonstrate the ability to develop and deliver a high quality proposal relevant to the brief.
- Enthusiastic about developing and presenting stories through working with team members at Cois Tine and Cavan County Council Arts Office on disseminating and promoting storytelling to new and existing audiences.
- Proficient in using new technologies to aid documentation and dissemination of the work.

In addition to your experience you must also be able to:

- Participate in media opportunities to promote the work arising from the residency.
- Prepare for and meet agreed deadlines.
- Meet the criteria outlined in Appendix I

2. Duration of Contract (Residency)

Contract dates: starting June 2018, ending in the first quarter of 2019. An exact schedule will be agreed in line with the availability of the artist and project objectives/deliverables.

Delivery dates Q2 2019 (TBC during research and development phase)

3. Rates (Fees)

Contract Rate is fixed at €15,000 (incl Vat) on a self-employed basis. The successful candidate will be paid in three installments as follows:

- | | |
|------------------------------------|--------|
| – Research and development | €5,000 |
| – Project development and delivery | €5,000 |
| – Completion and distribution | €5,000 |

4. Roles and Responsibilities

Expenses paid by artist:

- Travel
- Supplies and equipment
- Subsistence

Expenses paid by the organisation:

- Welcome pack(s)
- Recording studio
- Office access/admin support
- Event-related supplies e.g. project launch
- Marketing, promotion and support with distribution.

Resources:

- Studio standard recording equipment (Studio 1 available at Cois TIne)
- Internet Connection at Cois Tine Wifi (limited- no streaming) and Arts Office
- Admin assistance
- Marketing/distribution support
- iPad
- Printing Facilities

Expectations of the Artist:

- Develop a unique work or body of work inspired by the art of storytelling
- Engage new audiences with the art of storytelling using technologies
- Identify, collect and document selected stories based on a theme or methodology
- Ongoing evaluation with key stakeholders during the project lifecycle
- Presentation/dissemination of work

Presentation of Artists work:

Dissemination through identified distribution channels with the aim of promoting the art of contemporary storytelling to new audiences within and beyond the county boundaries. This might entail a public launch locally followed by its wider distribution.

5. Insurance

The successful candidates shall be required to hold relevant insurance for the purpose of the work with Cavan County Council.

- Public Liability Level €2.6 million
- Professional Indemnity €1 million (recommended)
- Employers Liability Level €13 million (if applicable)

6. Compliant Candidates and Shortlisting

All Candidates must submit the required information and all compliant candidate Applications will be shortlisted under the Selection Criteria based on the Pass/Fail criteria under Section and the weighted (scoring) criteria under Section B.

Under Section A

- **Legal, Financial and Economic Capacity**

All candidates in their Submissions must demonstrate that they have the required Legal, Financial and Economic Capacity by completing in full the relevant self-declaration forms regarding same and providing the relevant documentation as required. Candidates will either pass or fail this qualification criterion:

- **Technical and Professional Capacity**

All candidates in their Submissions must demonstrate that they have the required Technical and Professional Capacity by completing in full the relevant self-declaration forms regarding same and providing the relevant documentation as required. Candidates will either pass or fail this qualification criterion.

Under Section B

- **Technical and Professional Capacity**

All Candidates in their Application Forms must demonstrate that they have the level and depth of experience to provide the high quality services in relation to the requirements as set out in the criteria. Candidates will be **scored on their responses**.

7. Award Procedure

Award of Contract will be based on an Interview process. Candidates applications that are successfully shortlisted will be called for interview.

8. Freedom of Information Acts

All applications will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the Candidate except insofar as is specifically required for the consideration and evaluation of the response or as may be required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Candidates are asked to consider if any of the information supplied by them should not be disclosed because of its sensitivity. If this is the case, candidates should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by Candidates, either in submitting an application or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released or in respect of any consequential damage suffered as a result of such disclosure.

9. Data Protection

Candidates are required to comply with all directions of the Contracting Authority with regard to:

the use and application of all and any Confidential Information or data (including personal data as defined in the Data Protection Acts, 1988 and 2003) and the requirements of the General Data Protection Regulation (GDPR).

local security arrangements deemed reasonably necessary by the Contracting Authority including, if required, completion of documentation under the Official Secrets Act, 1963 and comply with any vetting requirements of the Contracting Authority including by police authorities

Comply with the requirements of Data Protection law and such guidelines as may be issued by the Data Protection Commissioner from time to time, including but not being limited to: Data Protection Acts, 1988 and 2003, the General Data Protection Regulation (GDPR), and All EU requirements arising (including, but not limited to, provisions relating to the processing of data, ensuring the security of data and restrictions on transfers of data abroad) and any legislation and regulations implementing same.

10. Irish Legislation and Law

Candidates should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Candidates must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority and in delivering contracts awarded to them. The contract[s] awarded on foot of this competition will be governed by Irish law.

11. Change in Law

As a condition of award, it shall be the sole responsibility of the Candidate (in the event of being offered work) to fulfill the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.

12. Withholding Tax

Where applicable, payments shall be subject to Irish 'Professional Services Withholding Tax' at the prevailing rate (currently at 20%) as laid down by the Revenue Commissioners in Ireland. Non-residents may be able to reclaim such deducted Tax from the Office of the Revenue Commissioners in Ireland, International Claims Section located currently at Government Buildings, Nenagh, Co. Tipperary, Ireland (Tel: +353-67-63400).

13. Confidentiality

The distribution of this document is for the sole purpose of obtaining a Candidate to carry out the service required. The distribution does not grant permission or licence to use the documents for any other purpose. Candidates are required to treat the details of all documents supplied in connection with this process as private and confidential.

14. Conflict of Interest

Any conflict of interest involving a Candidate (or candidates in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the candidate and the Contracting Authority or employees of the Contracting Authority or their relatives must be fully disclosed in their application submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the candidate, 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 'registrable interest' and 'relative' shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a candidate or invalidate an award of contract, depending on when the conflict of interest comes to light.

15. Health and Safety

Successful Candidates will be obliged to comply with Cavan County Council's Health & Safety requirements, and must satisfy Cavan County Council's External Safety and Health Prequalification Questionnaire for Specialist Contractor.

Deadline for submissions: 16:00 on Thursday 31st May 2018



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