



Technological University of the
Shannon (TUS)



Supplier Response Document

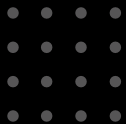
Deadline: July 3rd, 2026 - 5pm

REQUEST FOR QUOTATION

for provision of Consultancy
services to support HEI
collaboration to develop
guidelines or standards for
investigations of breaches
of institutional SVH policy



Company Name



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1.1 Specification of Requirements

Provision of Consultancy service for TUS

TUS Requirements

TUS requires a consultant to provide services to assist in the HEI collaboration to develop guidelines or standards for investigations of breaches of institutional SVH policy.

Project goals

TRUST (Trauma informed- Rights based- Unbiased- Safe-Transparent) investigation guidelines in Irish Higher Education Institutions (HEI's) project will deliver a robust national framework of evidence-based, trauma-informed investigation guidelines that align with institutional policies, uphold equality and human rights standards, adhere to principles of natural justice, and respect both national and EU legislative frameworks delivering a consistent, compassionate, and credible model of investigative practice across the Irish higher-education sector.

The TRUST project is taking a significant step forward in transforming how we approach investigations of Sexual Violence and Harassment (SVH) and forms of Gender-Based Violence within HEI's. Through this collaboration to develop comprehensive, trauma-informed guidelines and standards, we aim to provide HEI's with shared, consistent, legally robust evidence-based best practice guidelines to help create safer and more supportive educational environments for staff, students, and other relevant parties.

Project structure

This initiative is being led by the Technological University of the Shannon (TUS) and Atlantic Technological University (ATU), joined by a network of 14 partner higher education institutions. TUS is responsible for the project's governance and financial management.

This national collaboration will involve key stakeholders such as Vice Presidents and Deans with responsibility for Equality, Diversity, and Inclusion (EDI), Human Resources, Registrars, Student Services, and SVH Managers etc., from each of the partner institutions. An external panel of leading experts in the fields of sexual and gender-based violence, psychology, trauma-informed practices, law, HR, governance, and equality will contribute to the development and review of the guidelines.

Core Deliverables

The 16 HEI's partners will jointly own these HEA-funded deliverables, and detailed terms and conditions will be included in the contract and awarded to the successful tenderer.

The deliverables include:

- a) A literature and policy review on trauma-informed investigations in higher education

- and comparator sectors internationally, facilitate cross-sector workshops on investigation stages, and conduct targeted stakeholder consultation.
- b) evidence synthesis of national and international models of trauma-informed investigation in higher education.
 - c) A stakeholder consultation plan outlining engagement of HEI staff, students, survivors, advocates, staff representatives, and regulatory bodies at all stages.
 - d) Draft shared sectoral trauma-informed investigation standards developed collaboratively with partner HEIs to be reviewed by external experts.
 - e) Create a toolkit to support the implementation of the guidance and investigator competency framework applicable to different institutional contexts, as well as other project outputs identified.
 - f) Final evaluation and sustainability report incorporating feedback, documenting outcomes, challenges, and proposed pathways for integration into existing ESVH Framework activities.
 - g) Provide a digital summary of investigation guidelines for inclusion on the HEA website.
 - h) Provide a series of briefing papers for relevant stakeholders in the HEIs.
 - i) Support the presentation of the guidance at the launch event.
 - j) Give input to the appointed trainer for the sectoral training seminar.

The budget to undertake the TRUST project is €49,000 exclusive of VAT.

Suppliers quoting in excess of this budget may be eliminated.

Suppliers must complete this RFQ document as part of their submission.

Minimum requirements are set out at Part 1.2 & 1.3 of this RFQ

The Qualification and Award Criteria are set out at Section 2.1 and 2.2 of this RFQ.

Queries

Any queries or requests for clarifications in relation to this RFQ and its requirements must be submitted to svh@tus.ie

RFQ Submissions

Completed RFQs must be sent to svh@tus.ie by July 3rd, 2026, 5.00pm.

Commented [JB1]: You can ask them to submit to your email address by a certain date and time, Rabiya

Field Code Changed

1.2 Self Declaration of Insurance and Tax Compliance

SELF DECLARATION OF INSURANCE AND TAX COMPLIANCE

Please Tick

The successful supplier will be required to hold the following levels of insurance:

- Employer's Liability (only applicable to employers): €12,700,000.00
- Professional Indemnity Insurance: €1,000,000 (covering work in Ireland)

I confirm that I will provide evidence of having the above referenced levels of insurance if requested at award stage.

I confirm that I will supply the relevant Tax Clearance Certificate (TCC) reference number and Access number if requested at award stage.

THIS FORM MUST BE COMPLETED AND SIGNED BY A DULY AUTHORISED OFFICER OF THE SUPPLIER'S ORGANISATION

I certify that the information provided above 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 may lead to my organisation being excluded from participation in this and future competitions.

Company		Date	
Name		Position	
Telephone		Email	

2.1 Award Criteria

Any Services Contract will be awarded on the basis of the most economically advantageous submission(s) as identified in accordance with the following criteria:

	AWARD CRITERIA	WEIGHTING	AVAILABLE POINTS	MINIMUM POINTS REQUIRED
A	Ultimate Cost	15%	1,500	n/a
B	Relevant experience and capabilities of proposed resource(s)	30%	3,000	2,100
C	Approach and methodology for delivering the service	40%	4,000	2,800
D	Contract Management	15%	1,500	1,050
	Total	100%	10,000	

Important Points to Note

Only those Suppliers who have completed and signed 1.2 Self Declaration of Insurance and Tax Compliance of this RFQ will proceed to be evaluated under the Award Criteria above.

The business, if awarded, will be awarded to the most economically advantageous submission i.e. the submission that receives the highest mark in accordance with the criteria set out in the table above, and in accordance with the rules outlined above. TUS reserves the right to award part of its requirements, in whatever manner it deems relevant.

EVALUATION OF QUALITATIVE AWARD CRITERIA (criteria other than cost)

A total of 8,500 marks is allocated across the qualitative criteria, which equates to 85% of the overall marks available. For each of the non-cost criteria included in Table 1 above, the evaluation team will score each submission in as fair and transparent a manner as possible. The Supplier must score 70% for its proposal before their submission can be assessed under Cost. Suppliers quoting in excess of this budget may be eliminated.

2.1A EVALUATION OF QUALITATIVE CRITERIA

**REQUIREMENTS FROM THE PROPOSED PROVISION OF TRUST project
(8,500 MARKS AVAILABLE)**

The Supplier's Submission must address

Please complete the following table with your proposal under the above headings:

Relevant experience and capabilities of proposed resource(s)

Tenderers must demonstrate the following in their response:

- A proven track record in creating and reviewing guidelines and policies responding to Sexual Violence (rape, sexual harassment, sexual exploitation, and/or forced, non-consensual acts), or other forms of gender-based violence, including any of the following: Intimate Partner Violence, Physical Violence, Psychological and Emotional Abuse, Economic Violence, Coercive Control, Stalking, Harmful Traditional Practices, IBSA and/or Digital/Online Violence.
- Proven experience in the design and delivery of trauma-informed, evidence-based, and stakeholder-informed guidance for investigating complaints within a higher education or comparable public sector organisation.
- Evidence of having worked with committees and consortia.
- Experience of stakeholder consultation and engagement with staff, students, survivors, advocates, trade unions, representative bodies, and regulatory and other relevant statutory stakeholders' observant of trauma-informed principles.
- Tenderers must provide a CV outlining the qualifications, relevant experience, and a sample of similar work previously completed by ALL team members assigned to this project that demonstrates their experience in delivering the requirements listed.

Approach and methodology for delivering the guidelines

Tenderers are invited to propose a robust qualitative methodology for the development of trauma-informed guidelines for investigations of sexual and gender-based violence in higher education institutions in Ireland. The methodology should combine evidence review, documentary analysis, expert input, participatory consultation, and co-design, while ensuring ethical, trauma-informed, legally robust, and rights-based engagement throughout.

Contract Management

Outline their contract management proposal for the delivery of the contract delivery and deadline identifying timelines and relevant stakeholders.

- Performance measurement and management
- Names and project roles for all team members
- Quality assurance
- Communications process, liaison and reporting structure
- Problem resolution and escalation process

2.1B EVALUATION OF COST

The budget to undertake the TRUST project is €49,000 exclusive of VAT, inclusive of travel and other expenses.

- **Weighting: 15 %**
- **Maximum Points Available: 1,500**

The submission with the lowest cost will receive the maximum score achievable under this criterion.

Pricing Score = $\frac{\text{Lowest Quoted Price} \times \text{Max Points}}{\text{Price of bid being evaluated}}$

- Ultimate Cost includes service cost and any related delivery, installation, commissioning, certification and maintenance.
- Prices quoted must be in euro (€) only, Failure to complete the pricing schedule as directed may result in your submission being invalid. Prices must be exclusive of VAT with VAT rates, where appropriate, shown separately. All costs proposed must be on an all-inclusive fixed price basis inclusive of all fees, costs and expenses.
- Where there is an exceptional cost then any such cost must be sanctioned in advance by TUS.

Note: costs proposed by Suppliers in the RFQ response must be held for a period of 6 months from the RFQ deadline date.

Suppliers must complete the Pricing Schedule below

All cells in white MUST be completed. No highlighted cell should be left blank or without a value. If any highlighted cell in any worksheet is left blank, this may result in the supplier being eliminated from the Competition.

Please note that only submissions reaching the minimum score required under each of the qualitative criteria will be assessed under the criterion of Ultimate Cost

The Price (Ex-Vat) will be the Price that will be evaluated under the cost criterion.

The supplier with the lowest cost will receive the maximum score achievable under this criterion.

Pricing Score = $\frac{\text{Lowest Price Quoted} \times \text{Max Points}}{\text{Price of quotation being evaluated}}$

2.1 B. ii. PRICING SCHEDULE

<u>Pricing Table : Euro €</u>	2026 Daily Rate	Number of days	Total excluding VAT	VAT Rate %
Total Cost (excluding VAT)				

2.2 AWARD

TOTALLING OF MARKS

The total marks achieved for the qualitative award criterion will be added to the total marks achieved for the cost criterion to arrive at a Total Overall Score.

AWARD

The Response with the highest Total Overall Score will be deemed to be successful, subject to meeting all other requirements of this RFQ.

Award To Runner Up

If for any reason, it is not possible to conclude the supply/delivery of the required service with the designated successful Supplier emerging from this competitive process; TUS reserves the right to award the job to the next highest scoring Supplier on the basis of the terms advertised at any time during the response validity period.