**

Provision of Strategic Plan

Request for Tender

VITA HOUSE SERVICES COMPANY

May 2025

1. **Introduction**

Vita House Services Company Limited by Guarantee, hereby know as Vita House, is seeking to appoint a consultant to develop our Strategic Plan for 2026 to 2030.

1. **Background**

Vita House Family Centre was established in 1993. It is a community, not for profit agency governed by a board of directors, and a company limited by guarantee. The aim is to provide a place of welcome for all, where families and individuals would be encouraged and supported to develop their true potential.

As the organisation developed over the years, so too did the provision of services and supporting programmes. Under the umbrella of Vita House the following services are also provided:

* South Roscommon Family Resource Centre which offers support to families & individuals and includes services such as the Young Carers project, Brazilian Resource service and Drug and Alcohol Family support worker.
* Suicide Bereavement service which offers support & assistance for individuals & families grieving the death of a loved one by suicide.
* Jacinta's Smile which offers bereaved sibling support.
* Cancer Support Service with offers support for people effected by cancer and also their family and friends.
* Monksland Outreach services which provides service on an outreach basis.

More information about our organisation can be found on [www.vitahouse.org](http://www.vitahouse.org)

1. **Other Information**
* CRO:475518
* Charity Number: 19275
* Number of Employees: 11
* Governance: Voluntary Board of Trustees
	1. Principal Funding Sources
* Tusla
* HSE
* Donations
1. **Purpose of the Tender**

We invite proposals from experienced consultants or agencies to facilitate the development of a comprehensive strategic plan for Vita House. The plan will guide our organisation over the next five years, ensuring we meet community needs, optimise our resources, and remain sustainable.

1. **Scope of Work**

The successful applicant will:

* Conduct a needs assessment involving staff, service users, and key stakeholders.
* Review current services, infrastructure, and organisational structure.
* Facilitate workshops and consultations with staff, board, and community partners.
* Analyse strengths, weaknesses, opportunities, and threats (SWOT).
* Develop clear, actionable strategic objectives and a practical implementation plan.
* Present the final strategic plan to the board of directors.
1. **Project Goals**
* Create a strategic plan that reflects Vita House’s values and mission.
* Ensure the plan addresses service integration, resource allocation, and future growth.
* Provide a roadmap for monitoring and evaluating progress.
1. **Timeline** – 3-4 months
* Tender submission deadline: Friday 6th June
* Interviews/presentations (if required): Friday 13th of June
* Project start: July 2025
* Draft plan delivered: October 2025
* Final plan delivered: November 2025
1. **Required Experience and Skills**
* Demonstrated experience in strategic planning for not-for-profits, preferably in the health, social care, or community sectors.
* Strong facilitation and stakeholder engagement skills.
* Understanding of the Irish not-for-profit environment.
* Excellent communication and report-writing skills.
1. **Proposal Submission Guidelines**

Please include the following in your submission:

* Company/consultant overview and relevant experience.
* Approach and methodology for the project.
* Project timeline and key milestones.
* Detailed cost estimate and breakdown.
* References or case studies from similar projects.

Any potential conflicts of interest.

* 1. All queries regarding any element of the proposal submission should be addressed in writing and sent by email transmission to: Sarah Boyle at sboyle@vitahouse.org by Friday 30th May (*Deadline for receipt of written enquiries*). It is the tenderers responsibility to ensure that all queries are received by Vita House by this deadline.
	2. Queries should be in question format. All such queries will be responded to in writing or by email, and the queries and responses to them will be forwarded to all tenderers in order to ensure that no party has an unfair advantage over any other. The details of the person making the query will not be disclosed when circulating a response to a query.
	3. Tenders must be submitted by soft copy via email. Correspondence should be sent to the email address below **not later than 5:00pm on Friday 30th May 2025** *(Closing date for receipt of tenders / responses)*.
	4. Contact Details

|  |  |
| --- | --- |
| **Contact Person** | Sarah Boyle |
| **Contact e-mail** | sboyle@vitahouse.org |
| **Organisation** | Vita House Services CLG |
| **Address** | Abbey Street, Ballypheasan, Co. Roscommon. F42 N677 |
| **Website** | [www.vitahouse.org](http://www.vitahouse.org/) |
| **Phone** | 090 66 25898 |

1. **Evaluation Criteria**

Proposals will be evaluated based on:

* Relevant experience and expertise.
* Understanding of project goals and context.
* Quality and feasibility of proposed approach.
* Cost-effectiveness and value for money.
* Alignment with Vita House’s mission and values.
	1. Tenders/responses will be evaluated based on the award criteria detailed below
	2. Vita House is not bound or obliged to accept the lowest tender price/costs received.

|  |  |
| --- | --- |
| **Award Criteria** | **% Weighting** |
| Quality of Proposal  | 30 |
| The ability of the tenderer to demonstrate a clear understanding of the objectives of the tender and proposed methodology, approach and management presented. | 25 |
| Completeness, suitability and credibility of response. | 15 |
| Cost and price | 30 |
| **Total** | **100%** |

* 1. Contracts will be awarded from the qualifying tenders/responses on the basis of the most economically advantageous tender/response consistent with the following award criteria:

A minimum overall score of 60% is required in respect of the total award criteria, as well as a minimum score of 50% in respect of each of the award criteria. Vita House reserves all rights to re-issue the tender in the event that none of the tenders/responses successfully satisfy the award criteria.

1. **Conditions**
	1. The prices quoted in the response shall be fixed for the duration of the contract from the Closing date for Receipt of Responses and not subject to price adjustment or any price variation formula.
	2. Vita House will not be responsible for and will not pay for any expense incurred or loss suffered by a tenderer in preparation or submission of its response or otherwise. Further, Vita House shall not be responsible for any travel or accommodation costs incurred by the tenderer unless previously agreed in writing by Vita House. Each tenderer is fully responsible for the entirety of all costs it incurs in the presentation or submission of a response or in participating in this process and competition.
	3. Vita House does not guarantee nor represent the achievement of any level or value of business resulting from the appointment of any or all tenderers.
	4. Confidentiality – The distribution of the tender/response document is for the sole purpose of obtaining responses. The distribution does not grant permission or licence to use the documents for any other purpose.
	5. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential. Similarly, Vita House undertakes to use its reasonable endeavours not to disclose to third parties any confidential information received from tenderers, subject to its legal obligations.
	6. Any conflict of interest or potential conflict of interest, including ‘conflicts by loyalty’ involving a tenderer must be fully disclosed to Vita House.
	7. Vita House may disqualify a tenderer if the tenderer is economically, legally, commercially, financially or otherwise related to one or more other tenderers in a way that would impede in anyway the incentive that the tenderer should have to compete to be a successful tenderer in the competition.
	8. A tenderer shall not sub-contract all or any part of its obligations under this tender (except delivery of goods) without Vita House prior written approval. No such approval shall create any contractual relationship between Vita House and any sub-contractor.
	9. It will be a condition of appointment that the tenderer and any sub-contractor (domestic or otherwise) appointed by the tenderer will be required to product for inspection by Vita House a current Tax Clearance Certificate issued by the office of the Revenue Commissioners, Ireland: [www.revenue.ie](http://www.revenue.ie)
	10. Tenderers should be aware that national legislation applies in matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. All relevant aspects of such legislation must be observed at all times by the successful service provider.
	11. It will be a condition of appointment that the tenderer and any sub-contractors (domestic or otherwise) appointed by the tenderer will be required to produce for inspection Confirmation of Insurances. The successful service provider will be required to carry the following levels of insurances.
		1. Professional Indemnity Insurance with an indemnity limit of not less than €1 million in respect of any one incident. The policy shall include an indemnity to Vita House Services Company Limited by Guarantee.
	12. After the official opening of tenders/responses, information relating to the examination, clarification, evaluation and comparison of tenders/responses will not be disclosed to tenderers or any other persons save as required by law.
	13. After the official opening of tenders/responses, Vita House or its staff or agents will determine whether each tender/response is substantially responsive to the requirements of the tender documents. If a material deviation exists that limits in any substantial way Vita House rights or the tenderer’s obligations, the tender/response shall be rejected.
	14. Without prejudice to the conduct of the competitive dialogue procedure, to assist in the examination and comparison of tenders/responses, Vita House may ask tenderers for clarification of aspects of their tenders, including a breakdown of the financial proposal or other information.
	15. All tenderers concerned will be notified in writing of the outcome of their tender/response.
	16. No representation, warranty or undertaking, express or implied, in respect of any error or misstatement by or on behalf of Vita House is or will be made or given to any tenderer and no responsibility or liability is or will be accepted by Vita House for the accuracy of completeness of these conditions of tendering or omissions therefrom. Any and all liability and/or loss of any nature whatsoever and howsoever arising (including liability and /or loss in any way resulting from the process and competition which arises out of these Conditions of Tendering) is hereby expressly disclaimed and excluded by Vita House to the fullest extent permitted by applicable law.
	17. Any material information or change in events which relates to a tenderer and/or its tender/response that comes to light subsequent to the submission of a tender/response must be promptly brought to the attention of Vita House by the relevant tenderer by e-mail only to sboyle@vitahouse.org.
	18. Tenderers responses must meet the address all the requirements and must be in the format set out in these Conditions of Tendering. A tender/response which fails to meet and/or address any or all of the requirements of these Conditions of Tendering and/or which is not in the specified format will be treated as failing to comply with mandatory conditions of these Conditions of Tendering and may, at the sole discretion of Vita House, be rejected and eliminated from this competition. Subject to compliance with applicable law, Vita House reserves the right, as its sole discretion, to accept or reject any or all responses and/or to waive any irregularity, non-compliance or informality in any tender/response.
	19. Tenderers, including consortia or groups of service providers, shall nominate in their tender/response, one person to whom only all correspondence will be furnished and from whom only correspondence shall be accepted, acknowledged and/or responded to.
	20. Vita House reserves, at is sole discretion, the right, at any time until the conclusion or termination of the process, to amend or modify any documents in these Conditions of Tendering in any respect by way of clarification, addition, deletion or otherwise. Vita House shall inform tenderers of any such amendments or modifications. In particular, Vita House shall be entitled to amend, at any time during the process, the provisions of the Agreement whether on its own initiative or arising from comments made or proposed amendments or supplemental provisions suggested by tenderers.
	21. The Conditions of Tendering and any matter related to or in any way connected with the Conditions of Tendering shall be exclusively governed by the construed in accordance with Irish law and subject to the exclusive jurisdiction of the Irish courts.
	22. Payment will be made on receipt of invoices submitted to Vita House on an annual basis. Payment shall be made by fee finance agreement, provided there is no dispute in relation to the provision of the relevant services. In the event of any such dispute, payment may be withheld in respect of any disputed amount until the dispute is resolved.
	23. All prices quoted must be inclusive of VAT. VAT, if applicable, should be shown separately.
	24. Any data, information, opinion, research, advice, report, paper or any item specified by Vita House obtained in the course of carrying out this work or immediately afterwards, as may be specified by Vita House, will not be amenable for publication or further use without the express written authority of Vita House.