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Kent Playgroup LTD invites tenders to support the future operation of the Childcare Service.

Tender issued: 18th August 2025

Tender submission Deadline: 8th September 2025

Invitation to Tender

The Board of Directors of Kent Playgroup LTD/ TA Rainbow Community Playgroup invites tenders to conduct a comprehensive review of the governance structures of our community childcare organisation.

A key requirement is to conduct a comprehensive review of the current governance structure, policies and procedures and against current legislation and understood good practice.

Background:

The Board of Kent Playgroup LTD wishes to ensure the community childcare organisation meets all its governance responsibilities:

Aims and Objectives

* 1. Conduct a gap analysis of the current governance structures against current legislation and understood good practice.
	2. Conduct a gap analysis of the current governance policies against current legislation and understood good practice.
	3. Conduct a gap analysis of the current governance procedures against current legislation and understood good practice.

Compile a range of recommendations, using the SMART methodology, to address any items identified in objectives 1-3.

Reporting: To the Steering group for Kent Playgroup LTD

Timeframe:

* Receipt Of Expression Of Interest:
	+ Close of Business – 5th September 2025
	+ Contracts to be drafted by – 15th September 2025
	+ Gap analysis + initial presentation to be completed by – 17th October 2025
	+ Work to be completed by – 31 October 2025.

Role / Work Brief:

* Tenders are invited in order to complete the work outlined in Aims and Objectives 1-4 above.

Methodology:

* On site familiarisation visit.
* Desk Review of all relevant information.
* Consultations with Kent Playgroup LTD Board and external parties e.g. POBAL / Dublin City Childcare Committee and others as identified.

Format for Expressions of Interests to tender for this work:

All interested parties to send back EOI Marked:

Private & Confidential

Address: FAO Chairperson, Laura Glancy

 28 Stoneybatter, Dublin 7, D07 DKN8.

Expressions of Interest may also be submitted via email to the above named using the following email rainbowplaygroup28@gmail.com

Interested parties will be provided with an application where they can:

1. Outline – Organisation / Name / Position / Professional Background of the candidate that will directly carry out this work.
2. Detailed proposed programme of work to deliver on objectives 1-4.
3. Detailed proposed budget outline to deliver on objectives 1-4 including cost per day inclusive of VAT and all other expenses.
4. Detailed background Experience – relating to governance within a community childcare organisation.
5. Strong consideration will be given to the availability, and timeline for completing the work.
6. 2 Samples of similar work undertaken over the period 2023-25
7. References from work listed in point 6 above and other references as appropriate.

Evaluation of Tenders:

Tenders will be initially evaluated by reference to the following qualification criteria:

1. Completeness of documentation.
2. Stated ability of candidates to meet the requirements set out above.
3. Experience in carrying out analysis, especially in the area of Governance of a community childcare service.
4. Report/manual writing, synthesis, and analysis
5. Availability to deliver within timeframe.
6. Cost per Day inclusive of VAT
7. Tax Compliance Certificate