

## REQUEST FOR QUOTATION

Creative Ireland Limerick, Limerick City & County Council and  
the Child & Adolescent Mental Health Service

### Artistic Facilitator

(open to any appropriate discipline)

**Deadline date for receipt of Quotations:**

**Wednesday 29th January 2025 12noon**

**E-mail address for return of quotations:** [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie)

#### **Services required:**

Creative Ireland Limerick, Limerick City and County Council, in partnership with CAMHS, are seeking quotations from suitably qualified individuals, collectives or organisations to work as an artistic facilitator to develop and implement a participatory arts project for the young persons and staff of their Limerick facility, culminating in a visual output to be displayed in Rosbrien. This project is supported by Creative Ireland and Limerick City and County Council through Creative Communities 2025.

**Artist Fee:** €2,000, inclusive of all costs to the artist including VAT (if relevant), travel, accommodation, materials, insurance and any other costs arising from the delivery of this project. Please note that engagement on project is contingent on CAMHS carrying out Garda Vetting Clearance on the relevant artist or collective.

#### **Project**

This project supports the strategic priorities Limerick Culture & Creativity Strategy 2023-2027, in particular Strategic Priority 4: Change-Making 'Harnessing culture and creativity to facilitate positive change within appropriate health care settings, social services and in the area of climate action and biodiversity'.

This project has several key objectives:

1. To provide a participatory arts experience for the young persons and staff in CAMHS who may otherwise be excluded from such opportunities.
2. The visual output will allow young person and staff to develop a sense of ownership over the building and physical space of the Rosbrien facility.
3. The creative engagement will provide an opportunity for young person and staff to express themselves, their feelings and experiences through an alternative manner.
4. The project will create opportunities for young person and staff to get to know each other in an alternative format to their usual interactions.

### **Deliverables**

- Develop a participatory artistic programme for the young person and staff of CAMHS. Programme activities should, as far as practicable, be inclusive of both children and adults. They should also allow for the fact that participation and retention rates may vary considerably during the lifetime of this project.
- Participate in meetings with project partners to develop scope of the project
- Curate a visual exhibition or output, to be displayed at the CAMHS facility, based on the creative output of project participants.
- Participation in an evaluation process in partnership with Creative Ireland Limerick, Limerick City & County Council and CAMHS.
- Record, administer, and report on project budget and expenditure.

### **Timeline for delivery**

- The participatory artistic programme will be developed and delivered, including visual output, by end May 2025. Please note that service users will likely be available to participate during term time only.

### **Requirements:**

- Demonstrate a level of experience of working with children and young people, including vulnerable children in a creative context;
- Demonstrated quality and innovation in art practice

- Ability to collaborate effectively with children, young people, and project stakeholders
- Strong communication skills

The successful applicant will report to a working group of stakeholders to include representatives of CAMHS Clinicians and Creative Ireland Limerick.

**Successful Applicants must provide the following:**

**Vetting:**

- Submit themselves to Garda Vetting through CAMHS, and provide relevant information as required.

**Insurance:**

- Provide CAMHS and Limerick City & County Council with evidence of Insurance Cover to include: employers' liability and public liability.
- Employers Liability of €13,000,000 (only required if the facilitator has employees) and public liability of €6,500,000 will be required.

**Tax Clearance:**

- All applicants MUST be tax compliant. Limerick City & County Council can verify your tax clearance status through Revenue's online facility at <http://www.revenue.ie/en/online/tax-clearance.html>.

**Health and Safety:**

- All applicants MUST comply with the Safety Health & Welfare at Work Act 2005 and must comply with Limerick City & County Council and CAMHS Health and Safety requirements.

**Child Protection:** All applicants must have a Child Protection Policy that is in accordance with national legislation and with the Limerick City and County Council Policy and Procedures for the Protection and Safeguarding of Children 2020 (Section 4.2).

**Assessment of Quotations:**

Applicants will be evaluated under the award criteria and weightings detailed below.

AWARD CRITERIA, RULES AND WEIGHTINGS				
CRIT		%	MAXIMUM SCORE ACHIEVABLE	MINIMUM SCORE REQUIREMENT
		N	L	D
A	Quality of the proposed Service Delivery Methodology, and demonstrated understanding of requirements	50 %	50	N/A
B	Price	20 %	20	10
C	Relevant experience of similar projects	30 %	30	15

**Service providers should note that they must achieve a minimum rating of**

**'acceptable,' or**

**60% of the total marks available in order to avoid elimination from the**

**competition**

**What You Need To Do To Quote for this Service Contract**

## 1. Service Delivery Methodology

Service providers are required to outline their service delivery methodology and demonstrate their understanding of the requirements by providing an outline for the proposed work programme and the method and timeline for its delivery.

## 2. Cost

Tenderers are advised that Creative Ireland Limerick, Limerick City & County Council and CAMHS has a total fee allocation of €2,000 for the proposed artistic facilitator. Tenderers are advised to take this into account in preparing their tender response.

Service providers are required to outline their projected costing. All costs, apart from fee allocation should be:

- Inclusive of VAT and
- Inclusive of service fees
- Inclusive of all prices for all determined requirements to fulfil the contract.

## 3. Relevant experience of similar projects

Applicants are required to demonstrate their ability to deliver the service by responding to all of the following points:

- CV
- Proof of ability to work to tight deadlines
- Examples of good customer service skills and excellent organisational skills with capacity to work on a multifaceted project
- Outline a minimum of 2 relevant services delivered over the past five years of work of similar nature and scale.

- Peer Recommendation of completion of a similar project delivered within a specified timeframe and to a similar budget.

Please provide a contact name, role and contact details or a written reference.

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Please note we cannot receive emails containing files that exceed 18MB in total or individual files in excess of 3MB.