

## **Western Region Drugs And Alcohol Task Force: Invitation to Tender (<https://www.activelink.ie/node/113340>)**



### **Invitation to Tender for the design and co-ordination of a personal development/rehabilitation training programme.**

**Closing date for receipt of tender: 14th February 2025**

#### **Introduction**

The WRDATF is a company limited by guarantee and not having share capital. It has no employees.

The Western Region Drug & Alcohol Task Force (WRDATF) mission is to provide a mechanism for all stakeholder's people who use drugs and alcohol, families, local communities, service providers, community and voluntary organizations to work together to address drug and alcohol issues in the Western Region.

The WRDATF vision is for healthy and safe communities in Galway, Mayo and Roscommon where everyone affected by substance misuse is treated with equality and respect and has access to all the supports, they require.

#### **1. Requirements and other considerations**

The WRDATF is seeking to engage experienced company/charity who will develop a personal development/rehabilitation training programmes in each of these 3 counties for persons recovering from substance misuse. The WRDATF will require a proposal outlining 3 defined programmes for each county of Galway, Mayo, & Roscommon.

Your responsibility will be to report to the WRDATF Coordinator & Chairperson on all aspect of the training programme delivery including.

- Recruitment plans
- Location & transport
- Session length & frequency
- Evaluation measurement

#### **2. Communication**

- Promote effective two-way communication between the WRDATF and your representatives.
- Outline all qualifications and documents (if requested) of staff facilitators.
- Provide an overview of the planned programme in details.
- Conduct a follow-up meeting, post programme, to discuss any significant findings.
- Confirm, in writing, matters discussed and any agreed actions.
- Maintain frequent communication regarding both training provided and any other relevant matters.

**Duration of contract:** The contract will commence on the 3rd March 2025 for a six-month period, subject to the services being satisfactorily delivered and the option for the WRDATF to end the contract should this not be the case. Half of the cost of the program will be paid up front once an SLA is signed by both the WRDATF and appointed tender.

**Geographic location:** Galway, Mayo and Roscommon

# Expressions of Interest

Expressions of interest should be submitted and contain the following information:

- Name, address, telephone number, and email address of the organization and the main contact.
- Outline the approach and methodology to undertake the programme delivery.
- Detailed experience in this field as noted in the tender requirements.
- Examples of services provided in this area and your ability to effectively manage the review process.
- A detailed breakdown of the proposed fee. Max €10'000 (including VAT).
- Details of two relevant references for contracts undertaken within the last three years in this area (We will not contact your references without prior knowledge).

## Closing date for receipt of proposals:

Proposals should be submitted by Friday 14th February 2025 at 5pm to [info@wrdatf.ie](mailto:info@wrdatf.ie) (<mailto:info@wrdatf.ie>)

## Tender Evaluation Process

### General Data Protection Regulation

In your role as the WRDATF programme services supplier you may need to obtain, use, process, or, in certain circumstances, disclose personal data belonging to the WRDATF. The successful applicant will be expected to sign a data processing agreement with the WRDATF and manage any data shared in a manner that is compliant with the GDPR.

### Conflict of Interest

Tenders must disclose in their submission's details of any circumstances, including personal, financial, and business activities that will, or might, give rise to any conflict of interest associated with this proposal.

### Costs

The WRDATF will not be liable in respect of any costs incurred by Tenderers in the preparation of tenders.

### Tax Clearance

The successful tenderer must provide a valid Tax Clearance issued by the Irish Revenue Commissioners for the duration of the contract.

### Region

Galway, Mayo & Roscommon

### Date Entered/Updated

22nd Jan, 2025

### Expiry Date

14th Feb, 2025

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**Source URL:** <https://www.activelink.ie/vacancies/tenders/113340-western-region-drugs-and-alcohol-task-force-invitation-to-tender>