



Kilkenny County Council
Comhairle Chontae Chill Chainnigh

REQUEST FOR QUOTATION

Kilkenny County Council

Subject of Quotation:

Creative Producer to co-develop and deliver a stimulating and cohesive artistic and cultural programme in Kilkenny as part of Ireland's Presidency of the EU.

Key Dates:

Issue Date

21st April 2026

Closing Date for Queries

28th April 2026

Closing Date for Quotations

1st May 2026 at 12 noon

Contact for Queries:

mary.butler@kilkennycooc.ie Arts Officer or regina.fitzpatrick@kilkennycoco.ie Heritage Officer

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1 ABOUT THE CONTRACTING AUTHORITY

1.1 The Contracting Authority

Kilkenny County Council, herein after referred to as the Contracting Authority, is the authority responsible for this procurement.

Further information is available at our corporate website <https://www.kilkennycoco.ie>

Arts Office <https://kilkennyartsoffice.ie/> Heritage <https://kilkennyheritage.ie/>

It is the policy of the Contracting Authority to encourage participation by Small and Medium Enterprises (SMEs) in this competition.

SMEs are encouraged to explore the possibilities of forming relationships with other SMEs or with larger enterprises to meet the financial, economic or technical capacity requirements of the competition, if required.

2. SCOPE OF REQUIREMENT

2.1 Background Information and Specification of Requirements

Programme Overview

In the context of Ireland's Presidency of the EU, Kilkenny County Council proposes a dynamic cultural programme designed to elevate and expand well-established and highly regarded arts, heritage and cultural events across the county to be delivered during the EU Presidency period. Building on the strong foundations of flagship moments such as **Heritage Week**, **Culture Night**, and other local cultural initiatives, this programme will introduce new layers of engagement, visibility, and community participation.

The programme will showcase the best of Kilkenny's artistic and cultural life—both traditional and contemporary—while embedding a meaningful European dimension through collaboration, exchange, and shared cultural experiences.

Aims and Objectives

The programme aims to:

- Enhance and expand existing, much-loved arts, heritage and culture events across Kilkenny.
- Introduce new opportunities for public engagement, participation, and cultural discovery.
- Amplify what already works by building on established festivals, venues, and community networks.
- Deepen local impact through inclusive, accessible, and community-centred programming.
- Ensure flagship cultural moments become even more meaningful for diverse audiences.
- Highlight the EU Presidency Culture Programme and strengthen awareness of Ireland's role in Europe.
- Promote and facilitate engagement between communities across Kilkenny and our paired Romanian partners

Proposed Programme Elements

Proposals and projects may include, but are not limited to:

Enhanced programming at existing events and arts and cultural venues, such as

- Culture Night
- Heritage Week
- Library branches
- Public sites such as the Tea Houses, city streets, and heritage locations

Programme Outcomes

The programme should deliver - High quality celebratory arts and culture events which provide:

- A strong sense of local identity, pride, and cultural belonging.
- Increased participation from residents and visitors across all age groups.
- Greater visibility for the EU Presidency Culture Programme in Kilkenny.
- Enhanced visibility and opportunities for local artists and arts and creative practitioners.
- A more vibrant, connected arts and cultural ecosystem.
- Potential longer-term engagement that extends beyond the Presidency period

The appointment is expected to commence in May 2026 and run through the EU Presidency cultural period.

Indicative programme delivery window – June – December 2026

Culture Night: Friday 18th September 2026

Heritage week: Saturday, August 15th to Sunday, August 23rd 2026

CREATIVE PRODUCER – PRIMARY RESPONSIBILITIES

- Research, devise and manage the projects as agreed by the Local Authority committee ensuring high-quality experiences. *The Arts Officer and Heritage Officer will offer information regarding Heritage Week, Culture Night and some initial ideas and existing expertise and contacts to the successful applicant.*
- Develop, coordinate and schedule events within the allocated budget. *All programme elements will be developed in consultation with, and subject to approval by, the relevant Local Authority officers.*
- The successful applicant will be expected to liaise with relevant staff, artists / performers / speakers to ensure the smooth running of each event / project. This will include coordinating venue setup, equipment and accessibility requirements.
- The Creative Producer will ensure that all events are sustainable and consider accessibility, inclusion, and equitable audience engagement
- Management of the continuity and administration of events / projects from inception to successful fruition, in partnership with the programme coordinator.

- Work in partnership with the coordinator and relevant Local Authority staff to successfully market and publicise events.
- Ensure compliance with health & safety requirements, approval from relevant statutory agencies, contractual issues and legal matters where relevant.
- Ongoing monitoring and evaluation throughout.
- The submission of the final report including high resolution images, statistics on audience numbers, artistic engagement etc.

The coordinator will report to Mary Butler, County Arts Officer, Regina Fitzpatrick, Heritage officer & Josephine Coyne, County Librarian,

PERSONAL SPECIFICATION

Essential Requirements

- A minimum of three years' relevant experience in producing and managing arts/heritage and culture events
- Strong organisational skills.
- Proven administrative and budget management expertise.
- Skilled in communication and facilitation
- Flexible approach and ability to work both independently and collaboratively
- Capacity to build and sustain relationships with external personnel and organisations
- Experience in producing comprehensive evaluation reports, including data and documentation
- Knowledge and experience of collaborating with arts practitioners across diverse art forms
- Background in engaging with the public through arts events
- Understanding of how Arts, Heritage and Libraries provide audiences and communities with access to high-quality arts experiences
- Proven skills in evaluating and monitoring projects
- Highly motivated, with strong time management skills and a track record of meeting tight deadlines
- Availability to be on site for the full duration of the events.
- Available for evening and weekend work
- Own transport necessary

Desirable

- Qualification in Arts administration
- Knowledge and understanding of equal opportunities
- Clear understanding of social inclusion
- Familiarity with and awareness of a wide range of art/heritage forms and media
- Proficiency in using social media platforms effectively

Application by

- Cover letter, outlining relevant experience for the role
- Information regarding your proposed approach to programming
- Curriculum vitae
- **Fee not to exceed €9,000**
- **Please submit 1 PDF document. Maximum size of 5mb**
- **The deadline for receipt of applications is May 1st at 12noon**
- **Applications to be emailed to ann.carroll@kilkennycoco.ie**
- **Subject line in e-mail: EU Presidency**

Candidates may be called for interview based on shortlisting

This project is funded by Culture Ireland and produced by Kilkenny County Council

Insurance and Tax: The successful applicant will be responsible for all taxes which arise from any payment by Kilkenny County Council of the agreed fee including and without prejudice the generality of this provision, all income tax and VAT.

The successful applicant must provide Kilkenny County Council with proof of public liability insurance to the value of €6.5 million.

Payment - will be made in installments with final payment made on receipt of programme report

APPLICATION ASSESSMENT

- Quality of proposed approach
- Relevant experience
- Alignment with programme aims
- Value for money

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2.2 Variant Offers

Please note that where the specification has identified minimum requirements, tenderers may offer variant offers (alternatives) so long as the proposal meets the minimum requirements.

2.3 Delivery Locations

Workshops will take place across various locations within the network of library branches, arts and heritage venues as specified previously

2.4 Pricing

Quotations should be inclusive of all costs and expenses.

Economic operators must complete all required inputs in the pricing schedule to remain eligible in this competition.

Any alteration or amendment to the pricing schedule may result in that economic operator's bid being rejected.

2.4 Review of Performance

A quality service is required under this contract. Therefore, performance will be continually monitored over the term of the contract. Cost competitiveness, performance, quality of service and turnaround time will be the main criteria for measuring performance.

2.4.1 Account Management

Economic operators submitting a quotation are required to nominate a dedicated account manager who will act as the main point of contact for the duration of the contract. This person shall have the authority to deal with all matters in relation to the contract and be responsible for the satisfactory delivery of the services required.

2.4.2 Invoicing

Invoices shall be submitted by the successful economic operator in three stages across the duration of the contract. All official invoices must quote a Contracting Authority purchase order number. All invoices which do not quote the relevant order number(s) will be returned to the service provider unprocessed.

2.5 Award to Runner Up

If for any reason, it is not possible to award the contract to the successful economic operator emerging from this competitive process, or if having awarded the contract, the Contracting Authority considers that the successful economic operator has not met its obligations, the Contracting Authority reserves

the right to award the contract to the next highest scoring economic operator on the basis of the terms advertised, at any time during the quotation validity period of 6 months.

3. EVALUATION CRITERIA

3.1 Suitability

The Contracting Authority will only consider quotations from competent and financially sound and compliant economic operators.

3.2 Award Criteria

The contract will be awarded on the basis of a quality and cost evaluation as assessed by the Contracting Authority, who is not obliged to accept the lowest, or indeed any, quotation. The following criteria will be applied:

Please note that the maximum marks available is 100.

Criterion	Maximum Marks	Minimum Marks
Previous Relevant Experience	30	3
Response to the Brief / RFQ particulars	30	3
Budget management	30	3
Cost	10	1
Total		

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Description	Relevant evidenced experience of budget management for festivals and events
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Tenderers must complete all required inputs in the Tender Response Document to remain eligible for consideration.

Any alteration or amendment to the pricing schedule may result in that tenderer's bid being rejected.

Tenderers should note that they must achieve a minimum rating as outlined for each of the individual qualitative criteria B and C to remain eligible for consideration.

3.3 Methodology for Calculating Scoring of Qualitative Criteria

Score	Meaning	Interpretation
90 – 100%	Outstanding	A very comprehensive response demonstrating extensive understanding offering full assurance to client – fully supported with no reservations.
80 – 89%	Excellent	An excellent response demonstrating excellent understanding offering assurance to client – strongly supported.
70 – 79%	Very good	A very good response demonstrating very good understanding offering assurance to client – fully supported.
60 – 69%	Good	A good response demonstrating good understanding offering assurance to client – well supported.
50 – 59%	Acceptable	An acceptable response demonstrating a minimum understanding offering assurance to client - satisfactorily supported.
Less than 50% is unacceptable and considered ineligible from further consideration		
25 – 49%	Mediocre	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.
1 – 24%	Poor	Response demonstrates very limited understanding of the requirements and has fundamental flaws and lacks credibility with a significant risk of non-delivery. This is unacceptable and classified as inadmissible.
0%	No response	Response completely fails to address the criterion under consideration. This is unacceptable and classified as inadmissible.

Marks in the score ranges outlined above can be awarded where responses so merit additional marks.

Note: where there is a tie-break, the economic operator with the highest quality score will be awarded the quotation. In a case where the overall qualitative scores are identical the economic operator with the highest score on the highest weighted qualitative criterion will be awarded the quotation.

All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the quotation process.

5. INSTRUCTIONS FOR ECONOMIC OPERATORS QUOTING

5.1 Closing Date

The closing date for receipt of quotations is listed on the title page of this document. Quotations that are received late will not be considered in this competition.

5.2 Submission of Quotations

Quotations should be submitted to the email address listed on the title page of this document.

5.3 Queries

All queries regarding this quotation must be submitted to the email address listed on the title page of the document. Queries should also be marked referencing the title of the procurement.

5.4 Currency and Payments

The currency in which all prices and rates shall be tendered, and which payments under the contract will be paid, shall be Euro (€). All prices and rates quoted should be exclusive of VAT, with the applicable rate of VAT clearly indicated.

A schedule of payments will be agreed with the successful tenderer and invoices shall be submitted in accordance with the terms agreed with the Contracting Authority.

5.5 Confidentiality

Economic operators are required to treat the details of all documents supplied in connection with the quotation process as private and confidential.

5.6 Conflict of Interest

Any conflict of interest involving a tenderer (or tenderers in the event of a consortium bid) must be fully disclosed to the Contracting Authority. Any registrable interest involving the tenderer and the Contracting Authority or employees of the Contracting Authority, or their relatives must be fully disclosed in the tender submission or should be communicated to the Contracting Authority immediately upon such information becoming known to the tenderer, in the event of this information only coming to their notice after the submission of a bid and prior to the award of the contract. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

5.7 Freedom of Information Acts

All responses to this Request for Quotation will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the tenderer except insofar as is specifically required for the consideration and evaluation of the response or as may be

required under law, including the Freedom of Information Act 2014, EU and Irish Government Procurement Procedures, or in response to questions, debates or other parliamentary procedures in or of the Oireachtas (the Irish Parliament).

Tenderers are asked to consider if any of the information supplied by them in response to this request for tenders should not be disclosed because of its sensitivity. However, any blanket or all-encompassing request for exemption from disclosure is not acceptable; tenderers must identify explicitly any such information and give relevant reasons for considering it to be economically sensitive or confidential in nature. If this is the case, tenderers should specify the information that is sensitive and the reasons for its sensitivity. The Contracting Authority cannot guarantee that any information provided by tenderers, either in response to this tender or in the course of any contract awarded as a result thereof, will not be released pursuant to the Contracting Authority's obligations under law, including the Freedom of Information Act 2014, or to those under EU and Irish Government Procurement rules. The Contracting Authority accepts no liability whatsoever in respect of any information provided which is subsequently released, or in respect of any consequential damage suffered as a result of such disclosure.

5.8 Data Protection

Data Protection Laws" means all applicable national and EU data protection laws, regulations and guidelines including but not limited to Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (the "General Data Protection Regulation"), the Data Protection Act, 2018 and any guidelines and codes of practice issued by the Data Protection Commission or other supervisory authority for data protection in Ireland from time to time.

The Contracting Authority will be a Controller (where Controller has the meaning given under the Data Protection Laws) in respect of any Personal Data (where Personal Data has the meaning given under the Data Protection Laws) required to be provided by the Tenderer in response to this Request for Quotation.

The Tenderer, as Controller in respect of any Personal Data provided by it in its Tender, is required to confirm by way of statement in the "Declarations" section of the accompanying Quotation Response Document (QRD) that all Data Subjects (where Data Subject has the meaning given under the Data Protection Laws) whose Personal Data is provided by the Tenderer have consented to the processing of such Personal Data by the Tenderer, the Contracting Authority, the Evaluation Team and the supplier of the etenders.gov.ie website, for the purposes of the participation of the Tenderer in this Competition or that the Tenderer otherwise has a legal basis for providing such Personal Data to the Contracting Authority for the purposes of its participation in this Competition.

5.9 Publicity

Economic Operators shall not undertake (or permit to be undertaken) at any time, whether at this stage or after the award of the agreement, any publicity activity with any section of the media in relation to this tender/agreement other than with the prior written consent of the Contracting Authority. Such consent shall extend to the content of any publicity. For the purposes of this paragraph, the word "media"

includes (but is not limited to) radio, television, newspapers, trade and specialist press, the Internet and e-mail accessible by the public at large and the representatives of such media.

The Contracting Authority will have the right to publicise or otherwise disclose to any third-party information regarding this process and the agreement.

5.10 Irish Legislation and Law

Economic Operators should be aware that national legislation applies in other matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. Tenderers must have regard to statutory terms relating to minimum pay and to legally binding industrial or sectoral agreements in the Contracting Authority tenders and in delivering contracts awarded to them. The contract(s) awarded on foot of this tender process will be governed by Irish law.

5.11 Dignity at Work

The successful economic operator(s) shall comply with all relevant legislation relating to dignity at work. As a public body and employer, the Contracting Authority is committed to a policy of equality of opportunity for all personnel.

In line with the Disability Act 2005, accessibility requirements should be clearly stated in request for tenders / quotations where applicable. Under Section 27 of the Act the Contracting Authority is required to ensure that both the goods supplied, and services provided to it are accessible to persons with disabilities.

5.12 Interference and Inducement to Purchase

Any effort by the economic operator to unduly influence the Contracting Authority, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of quotations and in decisions concerning the Award of Contract shall have their quotation rejected. The presumptions (including as to any gift, consideration or advantage) and

other provisions under the Criminal Justice Act 2018, and all other measures for the time being governing the subject-matter in any applicable jurisdiction, shall be applicable.

5.13 Notification of Evaluations

All parties will be informed of the outcome of their proposals following evaluation and any necessary clarifications. All information regarding the evaluation process or potential outcomes shall remain confidential until after the conclusion of the tender process.

5.14 Replacement Personnel

Notification must be sent in writing (by post or electronic means) as soon as possible to the Contracting Authority on any proposed change of nominated personnel, such change to be subject to the written approval of the Contracting Authority. Replacement personnel must be of equal or better standing to the existing personnel in terms of qualifications and experience.

5.15 Copyright

The Contracting Authority will have copyright ownership of any material developed for use by the Contracting Authority under the terms of this quotation. The successful tenderer may have a non-exclusive licence to use such material but only for its own purposes (subject to agreement).

5.16 Brand Names, etc.

Please note in relation to this tender document; where reference is made to a particular make, source, process, trademark, type or patent, that this is not to be regarded as a de facto requirement. In all such cases it should be understood that the reference in question is accompanied by the words "or equivalent".

5.17 Responsibility of Successful Party

As a condition of award, it shall be the sole responsibility of the tenderer (in the event of success in this competition) to fulfil the obligations under the Contract, notwithstanding any changes in circulars, laws, regulations, taxation, duties or other factors which might arise following the withdrawal of the United Kingdom from membership of the EU.