

# **Proposed Hosting Arrangement Selection Process**

South Dublin County PPN is required to undertake a process to agree an arrangement for the hosting of the PPN.

This will involve selecting a voluntary organisation from within the administrative area of South Dublin County to act as host of the PPN budget, to act as the employer for PPN staff and to act as the office base for the organisation.

The arrangement would be for an initial period of 3 years, subject to satisfactory annual reviews.

## **1. Process for appointment of Host organisation**

It is proposed that a hosting arrangement would be agreed following the carrying out of a process to select the most appropriate organisation to perform this role. The process would involve advertising for interested organisations to apply for consideration to host the PPN.

The proposed process is based on the process that has been undertaken successfully in recent times in other PPN areas, including Cork City PPN, Leitrim PPN and others.

It is proposed that a panel consisting of two members of South Dublin County PPN secretariat, the South Dublin County Council PPN Liaison Officer and the independent facilitator would assess the proposals using the agreed criteria.

## **2. The requirement**

The host organisation shall:

- Provide a legal structure through which the PPN can operate.
- Perform the role of employer for the new PPN Resource Worker and Support Worker.
- Provide safe, appropriately serviced and accessible office accommodation (including meeting room access).
- Sign a service level agreement annually with South Dublin County PPN and South Dublin County Council.

## **3. Selection criteria**

An application process would utilise the following selection criteria to appoint a host for the PPN.

### 3a. Essential Criteria

Essential Criteria	YES (Pass) / NO (Fail)
Located and registered within the South Dublin County local authority area with existing office space.	
CLG company status or other confirmation of not-for-profit status such as registration with the Charities Regulator.	
CRO returns up to date	
Tax Clearance Cert / Tax Access Number	

Note - Failure to meet any of the 4 essential criteria will result in disqualification from the process.

### 3b. Evaluation Criteria

Applicants must score a minimum of 60% (12 marks) under each of the 5 evaluation criteria. Please see the next page for more detail on the evaluation criteria.

### 3c. Further Information

The panel may choose to meet with or interview applicants prior to finalising their evaluation where additional material information or context would benefit deliberations.

## 4. Awarding

Following evaluation, the panel will rank potential hosts who meet the criteria set-out. The panel will then engage with the potential hosts in order of their evaluation score with the view to negotiating a service level agreement (SLA) and memorandum of understanding (MOU).

Where the panel determines no potential host meets the criteria, or where an SLA or MOU cannot be agreed with a potential host organisation, the Secretariat will re-evaluate the situation

## Evaluation Criteria

#	Criteria	High level indicators	Marking
1	Demonstrate a background of community and voluntary activity in South Dublin County Council Administrative Area.	<ul style="list-style-type: none"> <li>The primary function of the organisation is based in the community and voluntary sector across the local authority area.</li> <li>The organisation works in an inclusive, non-discriminatory basis, supporting the community in the local authority area.</li> </ul>	40 marks (20%)
2	Demonstrate a knowledge of, and a willingness to support, the ongoing development of the Public Participation Network	<ul style="list-style-type: none"> <li>Has been involved in or provided support to the PPN or member groups.</li> <li>Demonstrates their understanding of what the PPN is.</li> </ul>	10 marks (5%)
3	Demonstrate the capacities required to act as the host organisation, including financial, human resources management, recruitment, and technical capacities.	<ul style="list-style-type: none"> <li>Financial management capacity, including managing public funding.</li> <li>A number of staff (demonstrates HR capacity).</li> </ul>	60 marks (30%)
4	Demonstrate the provision of suitable accommodation for the PPN Staff to enable them to carry out their role	<ul style="list-style-type: none"> <li>An accessible premises with access to parking and public transport.</li> <li>A meeting room available for use.</li> <li>The capacity to house up to two PPN Workers at the same time in the office.</li> </ul>	50 marks (25%)
5	Provide value for money and overall cost certainty.	The annual hosting fee include rent, insurance, HR functions, pay roll, bank charges, internet, invoice processing, desk space, meeting room use, auditing fees, regular review meetings, etc.	40 marks (20%)