



An Roinn Dlí agus Cirt
agus Comhionannais
Department of Justice
and Equality

Request for Tender for Research Services

*An evidence review of confidence in Criminal
Justice Systems*



Request for Tender for Research Services

Applications for tenders must be returned by 5th of April 2019

Section 1. Background information and invitation to tender

1.1 The Department of Justice and Equality

The Department of Justice and Equality (“the Department”) is a department of the Government of Ireland. The Department's mission is to work to make Ireland a safe, fair and inclusive place to live and work. It has a wide range of responsibilities including, state security, the protection of life and property, the prevention and detection of crime, maintaining and promoting fairness and equality, services for the buying and selling of property, managing inward migration to the State, providing a Courts Service, updating our criminal and civil laws, developing the Insolvency Service and various other regulatory services.

1.2 Background to the tender

The Department invites tenders for research concerning confidence in the Criminal Justice System’s (CJS) across nation-states. Public confidence in how a CJS operates is important for its efficient functioning (for example, confidence is important in securing cooperation from victims and witnesses). The Department wishes to examine the existing research literature on confidence in nation-state CJS’s in order to help inform both policies and practices. For the purposes of this review, the CJS includes police services, courts, prison services and the probation services.

1.3 Research aims

The review of the research literature essentially focuses on three areas: measurement, drivers of confidence, and the impact of policy initiatives. The first question that this review seeks to answer is: *How is public confidence in the CJS currently measured across nation-states?* Specifically,

- What type of questions are asked to assess public confidence in the CJS?
- What vehicles are used to measure public confidence? For surveys, it would be important to know how frequently they are carried out as well as key aspects of their methodology (sample size and what the margins of error are, how the sample is recruited and how interviews are conducted).
- In reporting findings, how are confidence measures broken down by socio-demographic variables (for example, by gender, age, area and ethnicity)?

The second question that this review seeks to answer is: *What are the key drivers that impact on confidence in the CJS across nation-states?* Specifically:

- What are the levels of confidence in the CJS? How have these varied by over time by nation-states and by socio-demographic groups?
- What have been the main drivers that influence confidence in the CJS?

The final question that this review seeks to answer is: *What initiatives have been deployed in order to improve confidence in the CJS across nation-states?* Specifically:

- What were the key aims of the initiative – what did success look like?
- What socio-demographic groups were the initiative targeted at?
- What has been the ‘logic of change’ within such initiatives – how were improvements in confidence going to be brought about?
- Who was involved in delivering the initiative (was it driven solely by one agency or was it a multi-agency initiative)?
- Was the initiative evaluated? How robust was the evaluation? Was a cost benefits analysis included?
- What were the outcomes of the evaluation? Did the initiative achieve its objectives? If not, why not? What were the main issues?
- Have these initiatives been continued, discontinued or adapted (and why)?

1.4 Research outputs

The tenderer will be required to undertake a review of the research literature in this area. The review should cover literature published from 1990 to 2019. The articles reviewed should be in English, within peer reviewed journals, and should provide an international focus. If other research sources are to be included, it should be clearly stated in the proposed methodology and a rationale provided. The research outputs should include:

- An interim report highlighting key findings. This can be presented as a slide pack.
- A final report

In responding to the tender, the following key questions must be addressed as part of the overall response.

- What methodology will be used to conduct the evidence review, including the strengths and limitations of your approach?
- What the key search terms will be?
- What academic databases or other sources will be used to sample from?
- What process will be used for deciding which articles to include for the review and which to exclude?
- What data recoding process will be used? Essentially, what are the key data points you will record for each study (for example, date, author, journal, evaluation type, evaluation strength)?
- What process will be used to assess the quality and methodological rigour of the articles?
- What processes will be used to report on the key findings/outcomes of the articles?
- How you will synthesise the findings within the articles?

1.5 Timeframe and budget

The Department is eager that the tenderer will be ready to start as soon as possible and asks that tenderers specify how soon they would be in a position to commence the work.

The estimated budget for this study is €30,000 (including VAT).

Section 2. Instructions to Tenderers

2.1 Format of tenders

Tenderers should complete and submit the application form. Tenders submitted in formats other than the application form will not be considered.

2.2 Compliant tenders

To better ensure compliance with the tendering process, tenderers should read this document in full including Section 5 'Terms and conditions'. If a tenderer fails to comply in any respect with the requirements of this paragraph, the Department reserves the right to reject the tender as non-compliant or, without prejudice to this right and subject to its obligations at law, to take any other action it considers appropriate including but not limited to:

- Seeking written clarification from the tenderer;
- Seeking further information from the tenderer; or
- Waiving a requirement, which in the Department's view, is non-material or procedural.

Tenderers are required:

1. To submit all documentation which this RFT requires to be submitted with their tender;
2. To conform to and comply with all instructions and requirements set out in this RFT;
3. To submit the statement required under Appendix 1;
4. Not to alter or edit this RFT in any way.

2.3 Submission of tenders and closing date for application

Completed application forms must be sent by email to research@justice.ie with subject line "Confidence in the Criminal Justice System".

Completed application forms must be received no later than time and date 5th of April 2019 (the 'tender deadline'). Application forms received after the tender deadline will NOT be considered.

Section 3. Queries and clarifications

All queries related to any aspect of this RFT must be directed to research@justice.ie

The Department reserves the right to issue or seek written clarifications.

The Department reserves the right at any time before the tender deadline to update, cancel or amend the information contained in this document and / or to extend the tender deadline. Participating tenderers will be informed of any such clarification, amendment or extension by email on.

Section 4. Evaluation of tenders and award of contract

4.1 Criteria for award of contract

The contract will be awarded out of a total of 100 marks on the basis of the most economically advantageous tender as identified in accordance with the following criteria:

- *Proven and demonstrable track record, project description and demonstrated understanding of the work involved in conducting the research (35)*
- *Feasibility of the approach suggested to the research (20)*
- *Ability to deliver key outputs on time (10)*
- *Cost – broken down to show description of costs, justification for proposed costs and best use of resources (35).*

Award of the contract to the highest ranked tenderer (as determined by the above paragraph) will be conditional upon the tenderer submitting the following evidence in respect of the tenderer (including any subcontractor as applicable) to the extent not already provided, within seven days of request by the Department (i) a Declaration in the form attached at Appendix I and all or any of the supporting documents specified in the section on 'Format of tender'.

The Department does not bind itself to accept the lowest priced of any tender. This RFT does not constitute an offer or commitment to enter into a contract. No contractual rights in relation to the Department will exist unless and until a formal written contract has been executed by or on behalf of the Department.

The tenderer will be required to outline and agree the approach which it proposes to take to the research with the members of the Department's Research Advisory Group/Chief Information Office.

4.3 Payment conditions

- i. All prices quoted must be all-inclusive of all expenses anticipated but inclusive of VAT. The VAT rate(s) where applicable should be indicated separately.
- ii. Tenderers must confirm that all prices quoted in the tender will remain valid for three months following the tender deadline.
- iii. Payment for the delivery and implementation work will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful contractor, following the award of contract.
- iv. The provisions of the Prompt Payment of Accounts Act 1997, as amended or revised, and the European Communities (Late Payment in Commercial Transactions) Regulations, 2002 shall apply

to all payments. Incorrect invoices will be returned for correction with consequential effects on the due date of payment.

4.4 Taxation requirements

It will be a condition of any contract pursuant to this RFT that the successful tenderer shall, for the term of such contract, comply with all applicable EU and domestic tax laws. Tenders are referred to www.revenue.ie for further information. Prior to the award of any contract arising out of this RFT, the successful tenderer shall be required to supply its Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status by the Department. By supplying these numbers, the successful tenderer acknowledges and agrees that the Department has the permission of the successful tenderer to verify its tax cleared position online.

4.4 Subcontractors

Tenderers should note that where a tenderer is relying on the capacity of other persons or entities (for example subcontractors) for the purposes of fulfilling any of the award criteria set out below, it must ensure that each such person or entity, when requested by the Department, will submit proof, to the satisfaction of the Department, that it will place the necessary expertise at the disposal of the tenderer.

If a tenderer does not, upon request by the Department, provide evidence which is considered by the Department as sufficient to demonstrate the fulfilment by any subcontractor on whose capacity the tenderer relies of the award criteria (or any one of them) in accordance with this RFT, it shall be excluded from further participation in this tender process unless it replaces the subcontractor with one which meets all relevant requirements of this RFT. Any such replacement cannot affect the price submitted.

Section 5. Terms and conditions

5.1 Liability and warranty for tender information

While every effort has been made to provide comprehensive and accurate information in this request for tender, the Department does not accept any liability or provide any express or implied warranty in respect of any such information. Tenderers must form their own conclusions about the solution needed to meet the requirements set out in this RFT and may wish to consult their legal advisers as appropriate.

5.2 Data protection

All data will be processed in accordance with the GDPR and relevant data protection law. With effect from 25 May 2018, a new Europe wide data protection regime has come into place under the General Data Protection Regulation (GDPR). The GDPR significantly increases the obligations and responsibilities for organisations and businesses on how they collect, use and protect personal data. Applicants are required to comply with the requirements of data protection legislation and the General Data Protection Regulation (GDPR).

5.3 Tendering costs

All costs and expenses incurred by tenderers relating to their participation in this RFT shall be borne by the tenderers exclusively.

5.4 Confidentiality

All documentation, data, statistics and information furnished by the Department to tenderers during the course of this RFT:

- i. are furnished for the sole purpose of replying to this RFT only;
- ii. may not be used, communicated, reproduced or published for any other purpose without the prior written permission of the Department;
- iii. shall be treated as confidential by the tenderer and by any third parties (including subcontractors) engaged or consulted by the tenderer; and
- iv. must be returned immediately to the Department upon cancellation or completion of this RFT if so requested by the Department.

5.5 Publicity

No publicity regarding this RFT or any contract pursuant to this RFT is permitted unless and until the Department has given its prior consent to the relevant communication.

5.6 Ownership

Ownership of any reports or material produced relating to any contract awarded as a result of this RFT rests with the Department.

5.7 Copyright and publication

Copyright of any reports or material produced shall rest with and be assigned to the Department. The Department shall have the right to publish, or not as the case may be, and to disseminate the report in both its original and in a modified form, without further reference to the tenderer. The tenderer will not be entitled to further payment if this occurs. The tenderer and the individual researchers will be entitled to be credited with the work that they have done on this project in any publication.

5.8 Registrable interest

Any registrable interest involving any tenderer or subcontractor and members of the Better Balance for Better Business Review Group, the Department, members of the Government, members of the Oireachtas, or employees and officers of the Department and their relatives must be fully disclosed in the tender or, in the event of this information only coming to the notice of the tenderer or subcontractor after the submission of a tender, must be communicated to the Department immediately upon such information becoming known to the tenderer or subcontractor.

The terms 'registrable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Acts 1995 and 2001, copies of which are available at www.irishstatutebook.ie. The Department will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a tenderer from this RFT or terminating any contract entered into by a tenderer.

5.9 Anti-competitive conduct

Tenderers' attention is drawn to the Competition Act 2002 (as amended, the '2002 Act'). The 2002 Act makes it a criminal offence for tenderers to collude on prices or terms in a public procurement competition.

5.10 Freedom of information

Tenderers should be aware that, under the Freedom of Information Act 2014, information provided by them during this RFT may be liable to be disclosed.

Tenderers are asked to consider if any of the information supplied by them in their tender should not be disclosed because of its confidentiality or commercial sensitivity. If tenderers consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, tenderers must, when providing such information, clearly identify the specific sections of their tender containing such information and specify the reasons for its confidentiality and commercial sensitivity.

5.11 Conflicts of interest

Any conflict of interest or potential conflict of interest on the part of a tenderer, subcontractor or individual employee or agent of a tenderer or subcontractor must be fully disclosed to the Department as soon as the conflict or potential conflict is or becomes apparent. In the event of any actual or potential conflict of interest, the Department may invite tenderers to propose means by which the conflict of interest might be removed. The Department will, at its absolute discretion, decide on the appropriate course of action, which may in appropriate circumstances include eliminating a tenderer from this tender process or terminating any contract entered into by a tenderer.

5.12 Withdrawal from the RFT process

Tenderers are required to notify the Department immediately by email to research@justice.ie if they decide to withdraw from the RFT process.

5.13 Insurance

The successful tenderer shall be required to hold for the term of the contract the appropriate level of insurance cover in order to carry out work associated with this project.