



**Request for Tenders for the
Development of a 3-year Strategic Plan for the Register of Irish
Sign Language Interpreters**

The latest date for receipt of tenders is:
5pm, Tuesday 5th May 2026

Register of Irish Sign Language Interpreters (RISLI)
Thomas Mahon Building
Deaf Village Ireland (DVI)
Ratoath Road, Cabra
Dublin 7
D07W94H

1. Introduction, Requirements

1.1 Introduction

The Regulatory Centre for Irish Sign Language Interpreters Ireland CLG was established for the purpose of maintaining the [Register of Irish Sign Language Interpreters \(RISLI\)](#), a national, professional register. RISLI receives funding from the Department of Social Protection (DSP) through the Citizen's Information Board (CIB). Policy responsibility for RISLI lies with the Department of Children, Disability and Equality.

The registration system is guided by the 2017 [Irish Sign Language \(ISL\) Act](#) (referred to as an 'accreditation scheme') and the [National Human Rights Strategy for Disabled People](#).

The ISL Act outlines the requirement for courts and public bodies to use interpreters whose qualifications are verified by the Register of Irish Sign Language Interpreters (RISLI).

A court or a public body, in compliance with its obligations under this Act, shall not engage the services of a person providing Irish Sign Language interpretation unless the person's competence has been verified by having been accredited in accordance with an accreditation scheme funded by the Minister for Employment Affairs and Social Protection. (ISL Act Section 7)

The National Human Rights Strategy for Disabled People 2025-2030 is the Irish government's plan to advance the implementation of the United Nations Convention on the Rights of Persons with Disabilities. ISL has been identified as a specific policy area that requires targeted action in the strategy. A key measure will be the recruitment of an Education and Accreditation officer. The officer will support the development of the accreditation function of RISLI.

This officer will provide guidance on the "Pathway to Accreditation", setting out the basic standard competency threshold for applicants to be placed on the RISLI register of accredited interpreters. This work will also establish the criteria for competency to facilitate any educational institutions who wish to commence Irish Sign Language interpreting courses with a view to increasing

Irish Sign Language interpreter supply. (National Human Rights Strategy for Disabled People 2025-2030, page 48)

The Functions of RISLI

- Establish and maintain a standards-based registration system for Irish Sign Language Interpreters to ensure protection primarily for the Deaf community and service providers.
- Set the standards for the provision of Irish Sign Language interpreting that all public bodies require.
- Support public bodies through access to a public register of interpreters.
- Support professional Irish Sign Language interpreters to meet and maintain standards.
- Promote social inclusion of Irish Sign Language users by supporting the use of registered interpreters including access to public bodies.

RISLI was established in 2020 by Sign Language Interpreting Service (SLIS). In 2022, RISLI became an independent organisation, with dedicated funding directly from CIB.

RISLI is governed by a Board of Directors. A separate Registration Panel deals with all aspects of registration and the registration policies. RISLI operates with 3 full-time staff members, a Manager and Service Administrator and an Education and Accreditation Officer.

In 2024 a review of the ISL Act clarified what [RISLI has the power to do and not to do](#). RISLI's role under the ISL Act was deemed to be limited to operating an accreditation scheme and that RISLI did not have the legal authority to operate a complaints process or impose sanctions on registered interpreters. Therefore, the complaints process that had been in operation had to be closed down. In addition, under the current ISL Act, it was found that RISLI cannot enforce a binding Code of Conduct for interpreters on its register. This led to a [review of the registration policies](#), to ensure they were in keeping with the ISL Act.

1.2 Purpose of Request for Tenders (RFT)

RISLI invites proposals from suitably qualified and experienced individuals or organisations to lead and facilitate the development of the first 3-year Strategic Plan for RISLI.

We seek a consultant to:

- Review the existing organisational structure and operation.
- Design and deliver a consultation process for internal and external stakeholders.
- Facilitate strategic reflection with the Board, Registration Panel and staff.
- Collate key findings into a strategic plan that includes:
 - Mission statement
 - Key functions of the organisation
 - Strategic priorities and objectives for the next 3 years
 - Key actions and success indicators

RISLI must ensure full compliance with competitive tendering for the goods and services that it requires. This Request for Tender is subject to a contract value of not greater than €48,000 (VAT inclusive). Tenders with a value of over €48,000 will not be considered and will not be evaluated.

1.3 Timeframe

The full and final strategic plan should be presented to the RISLI Board within six months of the date of contract award.

1.4 Freedom of Information

Tenderers are asked to consider if any of the information supplied by them should not be disclosed because of its sensitivity. If this is the case, tenderers should, when providing the information, identify same and specify reasons for its sensitivity. We will consult with tenderers about sensitive information before deciding on any Freedom of Information request received. Please see section 2.5 in relation to the notification of scores to unsuccessful tenderers.

If tenderers consider that none of the information supplied by them is sensitive, they should make a statement to that effect. Such information may be released in response to a Freedom of Information request.

Each application under Freedom of Information is evaluated on its individual merits.

1.5 RISLI Requirements

RISLI is seeking a suitably qualified and experienced consultant to lead and facilitate the development of the first 3-year Strategic Plan for the organisation.

Please see below what will be required of the successful consultant.

Project Design

- Develop a project methodology and timeline.
- Meet with the Manager to confirm expectations and deliverables.

Situation Analysis

- Review existing organisational structure and operation.
- Conduct SWOT/PESTLE or similar analysis.

Stakeholder Consultation

Design and deliver a consultation process for internal and external stakeholders. Consultation methods to include in-person facilitated workshops, structured interviews and surveys.

Internal Stakeholders:

- Board of Directors
- Registration Panel
- Other committees
- Staff Members

Internal consultation to include one in-person facilitated session with the members of the Board, Registration Panel and Staff.

External stakeholders

- Deaf Community
- Registered Interpreters
- Key stakeholder organisations/departments such as Irish Deaf Society, Council of Irish Sign Language Interpreters, SLIS, Citizens Information Board, relevant departments and other bodies as deemed relevant.

External consultation to include one public consultation session in Deaf Village Ireland, Cabra, Dublin 7, which would be held on a Saturday.

Produce a draft Strategic plan that includes:

- Mission Statement
- Key functions of the organisation
- Strategic priorities and objectives
- Key actions and success indicators
- Resource and capacity considerations
- Governance and risk considerations

Strategic Plan

- Incorporate feedback from the Board and management
- Deliver a final, Strategic Plan, to include presentation of the plan to the Board.

Deliverables

- Project plan
- Situation analysis
- Stakeholder consultation report
- Draft Strategic Plan
- Final Strategic Plan
- Presentation to Board

ISL interpretation/translation can be provided by RISLI when required.

1.6 Payment terms

The tenderer is bound to ensure compliance with applicable laws, regulations, and tax obligations and maintain financial records.

The tenderer may specify the payment terms preferred or required.

2. Tender process

2.1 Query handling

Queries concerning this RFT should be emailed to manager@risli.ie before **5pm on Tuesday 21st April 2026**.

Details of queries and answers will be distributed to all prospective vendors via our website, without attribution of source.

2.2 Timing of process

1. **Tuesday 7th April 2026:** Request for Tenders document sent to prospective tenderers.
2. **5pm, Tuesday 21st April 2026:** Closing date and time for queries to this tender.
3. **5pm, Tuesday 5th May 2026:** Closing date and time for receipt of tenders.

2.3 Contract award / Termination

RISLI reserves the right not to proceed with the awarding of a tender contract.

RISLI does not bind itself to accept the lowest or any tender. RISLI also reserves the right to reject in whole or in part, any or all tenders received.

RISLI reserves the right to tender again or to terminate the contract at any stage. In the event that the contract must be revised or abandoned, provisions will be made by RISLI for the termination of the contractor(s) or proposed associates' contract on payment of reasonable and agreed costs accrued to the date of termination.

2.4 Format of tender

To assist in the strategic plan process, tenderers must structure their tenders in such a way that they match the overall structure of this section.

The tenders should address, on a numbered point-by-point basis, each of the following points 1-9.

General Information

1. Name, address, telephone number and email address of the tendering company.
Name of person within the tendering company dealing with the tender process.

Confirmations

2. Confirmation of acceptance by the tendering company and any third parties of the conditions described in section 3 – General Conditions of tender below.
3. Confirmation that none of the circumstances set out in Appendix A apply to the tendering company and any third parties with whom it will be sub-contracting.
4. Confirmation that the tendering company can meet RISLI's requirements as set out in section 1.5.

Previous experience

5. Details of 3 contracts undertaken within the last 3 years demonstrating successful contract delivery and including a brief outline of why the contract was similar to the enquiry of this RFT.

Method statement

6. A method statement describing a proposed approach to meeting RISLI's requirements as set out in section 1.5.

Proposed resources

7. Details of the individual/s who will be assigned to this project. Tenderers must demonstrate that they have the level and depth of expertise to provide high quality services in relation to the requirements as set out in section 1.5 of this RFT. Provide Curriculum Vita's with details including qualifications of project team members, their individual specialist knowledge and relevant expertise.

Costs

8. A total cost for the service should be provided. The price should be exclusive of VAT, but the relevant rate of VAT should be indicated. The price should be quoted in euro.
9. Confirmation that the tender holds good for six (6) calendar months after the closing date for receipt of tenders.

Tenders should be **emailed** to manager@risli.ie

The deadline for the receipt of tenders is **5pm, Tuesday 5th May 2026**. Tenders that are delivered late will not be considered. The tendering organisation is fully responsible for safe timely delivery of the tender.

2.5 Acceptance and award criteria

Acceptance criteria

Tenders will be examined, in the first instance, by reference to the following acceptance criteria:

- a) Completeness of tender documentation as specified in section 2.4 above.
- b) Provision of 3 examples of previous experience as requested in section 2.4 above.
- c) Appendix A (Grounds for Exclusion Article 57 of Council Directive 2014/24/EU). A statement from the tendering company that none of the excluding circumstances (an extract is set out in Appendix A below), applies to them or, if appropriate, to any third party, must be submitted.

Note: It is intended that only those tendering companies that meet the above qualifying criteria will be eligible for inclusion in the award process.

Award criteria

The contract will be awarded from the qualifying tenders applying the following award criteria:

- a) Method statement (35%)
- b) Proposed resources (35%)
- c) Cost (30%)

Total: 100%

Based on its merits each criterion (with the exception of costs) will be rated as follows:

- 0 No response
- 1 Poor
- 2 Mediocre
- 3 Good
- 4 Very Good
- 5 Excellent

Scoring Mechanism/Strategic plan of Tenders

- **Method Statement**

This criterion refers to the tenderer's proposed approach to the provision of the strategic plan services requested.

- **Proposed Resource**

This criterion refers to the individual(s) proposed to deliver the service, including qualifications of project team members, their individual specialist knowledge and relevant expertise.

- **Cost**

The tender with the lowest cost shall be awarded the maximum score available under this criterion [30 marks]; the score of subsequent tenders under this criterion shall be calculated using the following formula:

$$\frac{\text{The lowest cost x maximum score available}}{\text{Cost for tender being evaluated}}$$

Tenderers should note that RISLI may, when notifying unsuccessful tenderers of the results of this procurement competition, include the scores obtained by the tenderer

concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by RISLI.

2.6 Financial arrangements

1. Payment for all services covered by this invitation to tender will be on foot of appropriate invoices. Invoicing arrangements will be agreed with the successful supplier, following the award of contract.
RISLI will deduct Professional Services Withholding Tax where relevant.
2. Prices and terms quoted should hold good for at least six (6) calendar months from the final date for receipt of tenders. Similarly, terms and conditions cannot be altered during the currency of the contract.
3. RISLI retains the right to withhold payment where a contractor has failed to meet its contractual obligations in relation to the delivery of goods/services to an acceptable level of quality.

3. General Conditions of Tender

1. RISLI does not bind itself to accept the lowest or any tender. It reserves the right to reject in whole or in part any or all tenders received and to source the requirement from more than one supplier or contractor.
2. Detailed contractual arrangements are not within the scope of this Request for Tenders. However, the following condition should be noted: any conflicts of interest involving a contractor must be fully disclosed to RISLI, particularly where there is a conflict of interest in relation to any recommendations or proposals put forward by the tendering organisation.
3. In the event of a group of bidders jointly submitting an acceptable offer, RISLI will award the contract to one contractor who acts as the agreed prime contractor. The prime contractor is responsible for the delivery of all services provided for under the terms of the contract and shall assume all the duties, responsibilities and costs associated with the position of prime contractor.
4. It is the intention of RISLI to enter into formal contractual relations with the successful tendering organisation. Details of the proposed contract will be discussed with the successful tendering organisation prior to signing. Your tender may form a schedule to the contract.
5. RISLI will not be liable in respect of any costs incurred by companies in the preparation of their tender in response to the Request for Tenders, nor for costs incurred in preparing subsequent presentations or for attendance at same.
6. The successful tendering company shall be responsible for the delivery of all requirements provided for within the contract on the basis of a fixed price agreement set at the beginning of the contract. Prices quoted in the tender cannot be increased during the currency of the tender. Similarly, terms and conditions cannot be altered.
7. Please allow for all costs in your pricing including expenses, extra visits or exceptional costs as RISLI will not accept extra charges above the contract price. In the event that you wish to charge RISLI for what you consider an exceptional item, it will only be considered if it is raised prior to the commencement of work, in which case a separate contract will be agreed.
8. RISLI requires that all information provided pursuant to this Request for Tenders will be treated in strict confidence by the tendering companies.
9. Information supplied by tendering companies will be treated as contractually binding. However, the RISLI reserves the right to seek clarification or verification of any such information.
10. Prices and rates quoted should be expressed in euro (€) and exclusive of VAT. The VAT rate(s) applicable should be indicated separately.
11. RISLI reserves the right to withhold payment where a contracting company has failed to meet its contractual obligations in relation to the delivery of goods / services to an acceptable level of quality.
12. RISLI reserves the right to go to tender again or to terminate the contract at any stage on payment of reasonable and agreed costs accrued to the date of termination.
13. Tenders that are received late will not be considered. In this regard it is important to note that tenders must be received at the email address specified above not later than the date stated

on the Closing Date for receipt of Tenders. The onus is solely on the tender and their agents to ensure delivery by the specified time to the specified address.

14. Tenderers should note that the RISLI may, when notifying unsuccessful tenderers of the results of this procurement competition, include the scores obtained by the tenderer concerned and the scores obtained by the preferred bidder in respect of each award criterion assessed by RISLI.
15. The work of the contractors shall be deemed to be carried out in Ireland and shall be governed by the laws of Ireland.
16. Before a contract is awarded and where required the successful contractor (and third parties, where appropriate) will be required to promptly produce a valid Tax Clearance Certificate. The Certificate must remain valid for the duration of the contract.
17. Where a Tax Clearance Certificate expires within the course of the contract, RISLI reserves the right to seek a renewed certificate. All payments under the contract will be conditional on the contractor(s) being in possession of a valid certificate at all times.
18. Payment for all services covered by the Request for Tenders will be on the foot of appropriate invoices. Invoicing arrangements will be agreed with the successful tendering organisation following the award of the contract.
19. The successful tendering organisation may be required to comply with the requirements of the Data Protection Acts 1988-2018 and the General Data Protection Regulation (Regulation (EU) 2016/679) (each as amended, revised, modified or replaced from time to time) and all other statutory instruments, industry guidelines (whether statutory or non-statutory) or codes of practice or guidance issued by the Data Protection Commission relating to the processing of personal data or privacy or any amendments and re-enactments thereof in relation to the processing of any personal information that may be necessary in the context of service delivery. This will require the organisation to sign a form of undertaking to comply with the provisions of the Acts.
20. Any registerable interest involving the contractor and the Minister for Social Protection, members of the Government, members of the Oireachtas or employees of the Citizens Information Board or RISLI or their relatives must be fully disclosed in the response to this Request for Tenders, or should be communicated to RISLI immediately upon such information becoming known to the contractor, 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. The terms 'registerable interest' and 'relative' shall be interpreted as per section 2 of the Ethics in Public Office Act 1995.
21. RISLI will remain the sole and exclusive owner of all end products and of all intellectual property rights in the products supplied to and from RISLI in the course of the contract, irrespective of whether or not the contract is terminated prior to its completion.
22. The successful tenderer must hold adequate insurance to undertake consultancy services on behalf of RISLI. RISLI will accept no liability for any loss or damage incurred during the performance of the contract.

Appendix A: Grounds for Exclusion (EU Council Directive 2014/24/EU Article 57)

Mandatory Exclusions

Any economic operator shall be excluded from participation in a contract where that economic operator has been convicted of one or more of the following offences (whether arising before or during the procurement procedure):

- a) participation in a criminal organisation, within the meaning of Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008³⁶ on the fight against organised crime;
- b) corruption, which means corruption within the meaning of the following:
 - i. the Convention drawn up on the basis of Article K.3 (2)(c) of the Treaty on European Union, on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union drawn up under the Council Act of 26 May 1978;
 - ii. Article 2(1) of Council Framework Decision 2003/568/JHA³⁷ of 22 July 2003 on combating corruption in the private sector;
 - iii. the law of Ireland where the contracting authority or the economic operator concerned is established in the State;
 - iv. the law of the Member State, other than the State, in which the contracting authority or the economic operator concerned is established;
- c) fraud within the meaning of Article 1 of the Convention on the protection of the European Communities financial interests drawn up under the Council Act of 26 July 1995;
- d) terrorist offences or offences linked to terrorist activities, within the meaning of Articles 1 and 3 respectively of Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism or inciting or aiding or abetting or attempting to commit an offence referred to in Article 4 of that Council Framework Decision;
- e) money laundering or terrorist financing, within the meaning of Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing;
- f) child labour and other forms of trafficking in human beings, within the meaning of Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims and replacing Council Framework Decision 2002/629/JHA.
The above provisions also apply where the person convicted is a member of the administrative, management or supervisory body of the relevant entity or has powers of representation, decision or control in the relevant entity.
- g) If the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions and the breach has been established by a judicial or administrative decision having final and binding effect in accordance with the law of the country in which the operator is established or the law of Ireland.

This sub-paragraph (g) shall not apply when the relevant economic operator has fulfilled its obligations by paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due, including, where applicable, any interest accrued or fines.

RISLI shall not be obliged to exclude a relevant entity under this sub-paragraph (g) where only minor amounts of taxes or social security contributions are unpaid or the relevant entity was informed of the exact amount due following its breach of its obligations relating to the payment of taxes or social security contributions at such time that it did not have the possibility of paying, or entering into a binding arrangement with a view to paying, the taxes or social security contributions due (including, where applicable, any interest accrued or fines) before the expiration of the deadline for, as applicable, requesting participation or submission of tenders. RISLI shall not be obliged to exclude an economic operator under (a) to (g) above where:

- i. such an exclusion would be disproportionate;
- ii. on an exceptional basis, there are overriding reasons relating to the public interest such as public health or protection of the environment; or
- iii. the relevant entity has provided evidence acceptable to RISLI to the effect that measures taken by the entity concerned are sufficient to demonstrate its reliability despite the existence of a relevant ground for exclusion. Where evidence provided is considered sufficient, the relevant entity concerned shall not be excluded from the procurement procedure.

RISLI shall not be obliged to exclude an economic operator under (a) to (f) above where a period of 5 years has lapsed from the date of conviction of the relevant entity for the offence concerned. RISLI shall not be obliged to exclude an economic operator under (g) above where the requirement a period of 5 years has lapsed from the date the relevant breach is established by the judicial or administrative decision concerned.

The exclusion grounds set out in this section shall also apply to the other entities on whose capacity a tenderer intends to rely on to fulfil relevant selection criteria.

Other Exclusionary Grounds

RISLI may, subject to the paragraph below, exclude from participation in a procurement procedure any tenderer who falls within any of the circumstances set out below at (i) to (ix) (whether arising before or during the procurement procedure):

(i)	Is bankrupt or is the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the law of Ireland.
(ii)	Has undertaken to unduly influence The Companies' decision making process or tried to obtain confidential information that may confer undue advantage in the procurement procedure or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
(iii)	Is guilty of grave professional misconduct which renders its integrity questionable.
(iv)	Has not fulfilled all obligations relating to the payment of social security contributions in Ireland and the law of the country in which the Candidate is established.
(v)	Has not fulfilled all obligations relating to the payment of taxes in Ireland and the law of the country in which the Candidate is established.
(vi)	Is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria, has withheld such information or is not able to submit supporting documents required.
(vii)	Has entered into agreements with other economic operators aimed at distorting competition.

(viii)	Has not complied with applicable obligations in the fields of environmental, social and labour law that apply at the place where the works are carried out or the services provided that have been established by European Union law, national law, collective agreements or by international, environmental, social and labour law
(ix)	Has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior public contract with the Companies or a prior concession contract which led to early termination of that prior contract, damages or other comparable sanctions.

The exclusion grounds set out in this section shall also apply to the other entities on whose capacity a Candidate intends to rely on to fulfil relevant selection criteria.