



REQUEST FOR QUOTATION

Provision of Services – Project Manager for Public Art

Commissions 4–6

Sligo County Council Arts Service
Living Landscapes / Tírdhreacha Beo 2022–2028

Subject of Quotation

Sligo County Council Arts Service invites quotations for the provision of services of a Project Manager for Public Art to support the delivery of three public art commissions under the Living Landscapes / Tírdhreacha Beo 2022–2028 Public Art Plan for County Sligo.

The appointed Service Provider will manage and coordinate Commissions 4, 5 and 6 as one project-management contract, while recognising that each commission has its own sites, stakeholders, funding sources, artist commissioning process and delivery requirements.

Commission	Area / Description	Current Per Cent for Art Allocation
Commission 4	Tubbercurry / Bunninadden	€94,889
Commission 5	Robbers Lane, Maugheraboy	€125,000
Commission 6	Cranmore Regeneration	€249,554
	Total	€469,443

The Service Provider will ensure high-quality, compliant and artist-centred outcomes in accordance with the Per Cent for Art Scheme General National Guidelines, relevant national policy and Sligo County Council procedures.

The contract is expected to run for approximately 24 months from commencement, with the possibility of extension where required to facilitate completion of the commissions, subject to funding, project requirements and satisfactory performance.

This appointment will be made on a contract for services basis.



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Key Dates

Activity	Date
Issue Date	Monday 28 September 2026
Closing Date for Queries	Thursday 22 October 2026, 5.00pm
Closing Date for Quotations	Friday 30 October 2026, 5.00pm
Interviews / Clarification Meetings (if required)	During evaluation period, dates to be arranged
Notification of Preferred Applicant	Friday 27 November 2026
Administrative / Contract Finalisation Period	December 2026
Estimated Contract Commencement	January 2027 (indicative)

The timetable is indicative only. Sligo County Council reserves the right to amend dates where necessary.



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1. About the Contracting Authority

Sligo County Council, through its Arts Service, administers the Per Cent for Art Scheme across a range of capital programmes.

The *Living Landscapes / Tírdhreacha Beo 2022–2028* Public Art Plan sets out a strategic programme of commissions, co-productions and partnerships across County Sligo. The Arts Service delivers this programme in consultation with the Sligo Public Art Steering Group, which provides policy guidance and independent oversight of commissioning processes, supported by a smaller Public Art Working Group that assists with project development and implementation.

A revised version of the *Living Landscapes / Tírdhreacha Beo 2022–2028* Public Art Plan will be published online by Sligo County Council in 2026. Applicants are not required to review the full plan for the purposes of this RFQ; all information necessary to prepare a submission is contained within this document.



2. Scope of Requirement

2.1 Service Specification

Sligo County Council seeks to engage a suitably qualified and experienced Service Provider to act as Project Manager for Public Art, responsible for the planning, procurement, delivery and evaluation of Commissions 4–6 under the Living Landscapes / Tírdhreacha Beo programme.

The three commissions may progress concurrently or in overlapping phases. The appointed Service Provider will be required to develop a coordinated programme of work while maintaining clear budgets, timelines, stakeholder arrangements, artist procurement processes and reporting for each individual commission.

The Service Provider will report to the Assistant Arts Officer (Public Art) and work in close collaboration with the Public Art Working Group (a sub-group of the Public Art Steering Group). The Service Provider will also liaise with the wider Arts Service and relevant Council departments, including Housing, Regeneration, Planning, Roads, Environment and Corporate Services, as required.

2.2 Key Objectives

- Deliver the goals of Living Landscapes / Tírdhreacha Beo 2022–2028 by managing and completing three high-quality public art commissions in line with the Per Cent for Art Guidelines.
- Manage the full lifecycle of each commission – from planning and artist procurement through production, installation/presentation, completion and evaluation.
- Develop a realistic sequencing and work programme for Commissions 4–6, recognising that project dependencies and capital-project timelines may differ between commissions.
- Ensure transparency, compliance, artistic integrity and sound budget administration across all commissioning processes.
- Strengthen connections between artists, communities and public places, and support effective collaboration within Sligo County Council and with external stakeholders.

2.3 Description of Key Services

Project Management

- Manage the day-to-day rollout of Commissions 4–6 from artist brief development to completion and close-out.
- Develop and issue artist briefs and calls for proposals in collaboration with Sligo Arts Service and the Public Art Working Group.
- Act as the main point of contact and work directly with commissioned artist(s) throughout all project phases.
- Prepare and maintain an integrated work programme showing the sequencing, dependencies and key milestones for all three commissions.



- Manage timelines, individual commission budgets and compliance with the Per Cent for Art national guidelines and Sligo County Council procedures.
- Ensure all necessary permissions, insurances and approvals are in place for each commission, including fabrication, installation or presentation requirements where relevant.
- Attend progress meetings with Sligo Arts Service and the Public Art Working Group and prepare updates for the Public Art Steering Group at agreed milestones. Meetings will generally take place online via MS Teams, with in-person attendance required where essential to project delivery.

Procurement & Administration

- Lead artist procurement and selection processes in consultation with Sligo Arts Service and the Public Art Working Group.
- Draft and manage artist contracts, project budgets, procurement records and other project documentation.
- Maintain clear financial records for each commission and support the Arts Service in monitoring expenditure against the relevant Per Cent for Art allocations.
- Prepare regular progress updates and reports for Sligo Arts Service and the Public Art Working Group, with summary updates for the Public Art Steering Group at agreed milestones.

Stakeholder Coordination

- Liaise with relevant Council departments to ensure alignment with associated capital projects and programme requirements.
- Engage and communicate with artists, local communities and external partners.
- Plan and support meaningful community engagement appropriate to the context of each commission.
- Support visibility, documentation and communication of each commission.

Reporting & Evaluation

- Maintain accurate records of project expenditure, decisions, deliverables and key approvals.
- Provide written progress reports at agreed milestones and final reports for each commission.
- Coordinate final handover, documentation and project close-out.
- Contribute to the development of a Public Art Inventory and Archive for Sligo County Council.

All work must comply with Sligo County Council procurement procedures, applicable public spending requirements and the relevant national policy framework for public art.

2.4 Commission Profiles and Deliverables

Commission 4 – Tubbercurry / Bunninadden

Current pooled Per Cent for Art allocation: €94,889



- Connolly Park, Tubbercurry, Phase 1 – Housing (€18,899)
- Connolly Park, Tubbercurry, Phase 2 & Coolaney – Housing (€38,450)
- Bunninadden, Gormley Villas – Housing (€9,975)
- Summerhill – Sophia AHB, Sligo – Housing (€27,565)

The Service Provider will manage the development and delivery of this pooled housing-based commission across the relevant communities/sites, including artist brief development, procurement, community/stakeholder liaison, delivery oversight, documentation and close-out.

Commission 5 – Robbers Lane, Maugheraboy

Current Per Cent for Art allocation: €125,000

- Robbers Lane, Maugheraboy – Housing (€125,000)

The Service Provider will manage the development and delivery of the public art commission associated with Robbers Lane, including artist brief development, procurement, stakeholder/community liaison, delivery oversight, documentation and close-out.

Commission 6 – Cranmore Regeneration

Current Per Cent for Art allocation: €249,554

- Centre Block, Geldof Drive, Cranmore – Housing (€67,742)
- Building & Environmental Improvements Works, Phases 1–3 – Cranmore Regeneration (€181,812)

This is a major regeneration-based commission bringing together confirmed Per Cent for Art allocations associated with the Cranmore Regeneration Programme. The Service Provider will work closely with Sligo Arts Service, Cranmore Regeneration/Housing teams, the Public Art Working Group and relevant stakeholders to develop and deliver the commission.

Programme Deliverables

1. An agreed inception report and integrated work programme for Commissions 4–6.
2. Artist brief(s) and procurement documentation for each commission, agreed with Sligo Arts Service and the Public Art Working Group.
3. Transparent and compliant artist selection and appointment processes.
4. Management of artist contracts, project delivery, stakeholder liaison, permissions, production and installation/presentation as required.
5. Regular financial and progress reporting, maintaining separate oversight of each commission budget.
6. Community engagement and communications appropriate to each commission.
7. Final documentation, evaluation, handover and close-out for each commission.

2.5 Timeframe



The contract is anticipated to operate for approximately 24 months from the date of appointment, with an indicative commencement in January 2027. The commissions may run concurrently and/or in overlapping phases.

The sequencing and timing of individual commissions may be adjusted by Sligo County Council to reflect capital-project timelines, funding confirmation, procurement requirements, community engagement needs or other operational dependencies.

Where necessary, the Council may extend the timeframe to facilitate completion of the agreed commissions, subject to the terms of the contract. This is a contract for services and does not constitute a contract of employment with Sligo County Council.

2.6 Budget and Pricing

The current combined identified Per Cent for Art allocation across Commissions 4–6 is €469,443. This figure represents the overall commissioning funds associated with the three commissions and includes artist fees, production and other delivery costs. It is not the Project Manager contract value.

Maximum Project Manager contract value: €40,000 inclusive of VAT (where applicable), travel, subsistence and all other costs and expenses.

The final Project Manager fee will be a fixed total fee inclusive of VAT (where applicable), travel, subsistence and all other costs and expenses. No additional payment will be made for extensions of timeframe unless expressly agreed in writing by Sligo County Council.

Applicants will be required to provide:

- Confirmation of acceptance of / quotation within the stated maximum contract value.
- A day-rate breakdown for reference.
- A notional hourly rate, based on 20 hours of work, for evaluation purposes only.
- An indicative allocation of time/resources across Commissions 4, 5 and 6.
- Confirmation of acceptance of the milestone-based payment schedule set out below.

For the purposes of this quotation, a standard working day is defined as 7.5 hours.

Payment will be made on a milestone basis, subject to satisfactory completion of the relevant services and receipt of a valid invoice and purchase order. The proposed schedule below is based on the maximum contract value of €40,000. Where the successful Service Provider's accepted fixed quotation is less than €40,000, milestone payments will be adjusted proportionately.

Milestone	Payment	%
1. Contract commencement and inception – inception meeting, review of background material and agreed integrated	€6,000	15%



work programme for Commissions 4–6		
2. Commission 4 commissioning stage – artist brief/procurement documentation developed and commissioning process progressed to agreed stage	€8,000	20%
3. Commission 5 commissioning stage – artist brief/procurement documentation developed and commissioning process progressed to agreed stage	€8,000	20%
4. Commission 6 commissioning stage – artist brief/procurement documentation developed and commissioning process progressed to agreed stage	€8,000	20%
5. Delivery/progress milestone – satisfactory management and progression of the three commissioned projects through agreed implementation stages	€6,000	15%
6. Completion and close-out – completion of Project Manager services, final reporting, documentation and project close-out for all three commissions	€4,000	10%
TOTAL	€40,000	100%

Milestones 5 and 6 will be apportioned across Commissions 4, 5 and 6 in the final contract schedule, having regard to the successful Service Provider's accepted time and resource allocation and the agreed work programme. Each apportioned amount will be payable independently once the relevant services for that commission have been satisfactorily completed and approved by Sligo County Council. This will allow payment for completed



work on an individual commission where one or more of the other commissions remain ongoing or extends beyond the anticipated contract period. The overall fixed contract fee will remain unchanged unless otherwise expressly agreed in writing by Sligo County Council.

Sligo County Council reserves the right to agree minor adjustments to the sequencing or timing of milestone payments at contract award where required to reflect the final agreed work programme. No payment will become due until the relevant milestone has been satisfactorily completed and approved by Sligo County Council.

3. Evaluation Criteria

The contract will be awarded to the Most Economically Advantageous Tender / Offer based on the following weighted criteria:

Criterion	Weighting	Description
A. Proposed Methodology	25%	Quality, clarity and feasibility of the approach to planning, sequencing, managing and delivering Commissions 4–6; work plan; communications/reporting; risk management; project dependencies; and understanding of the multi-site, multi-stakeholder nature of the programme.
B. Relevant Experience	25%	Track record in public art project management, arts commissioning or comparable creative programme delivery, including complex, multi-stakeholder and/or community-engaged work.
C. Key Personnel / Project Management Expertise	25%	Professional capability, qualifications, capacity and availability of the proposed Project Manager; organisational, communication, coordination, budget and contract-management skills.
D. Added Value / Innovation	5%	Additional strengths, partnerships, insights or approaches offering benefit to the programme.
E. Cost	20%	Clarity, realism and value for money demonstrated in the proposed time allocation, day-rate



		rationale and breakdown of work within the stated contract value.
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Scoring Methodology

Score	Descriptor	Explanation
80–100	Excellent	Fully meets or exceeds requirements. Comprehensive, detailed, coherent and convincing, with no material weaknesses.
70–79	Very Good	Meets requirements to a very high standard. Minor weaknesses may be present but do not detract materially from overall quality.
60–69	Good	Meets requirements satisfactorily. Some weaknesses or omissions evident, but overall approach remains credible.
50–59	Adequate	Minimum requirements met. Some weaknesses or lack of detail may reduce confidence in delivery.
0–49	Fail	Does not meet minimum requirements. Insufficient detail or unsuitable approach.

Applicants must achieve a minimum score of 50% in Criteria A, B and C to be considered for contract award. No minimum threshold applies to Criteria D or E.

Applicants should demonstrate at least three years of relevant professional experience in arts project management, public art commissioning or related creative programme delivery.

4. Format of Response

Applicants are required to complete the accompanying Quotation Response Document (QRD) and submit all materials as one single combined PDF (maximum file size: 10MB).

1. Completed and signed Quotation Response Document (QRD).
2. Applicant details – name, address, contact information and tax reference number.
3. Confirmation of tax compliance and proof of, or commitment to provide, required insurance.



4. Proposed methodology and integrated work plan for Commissions 4–6 (maximum 5 pages).
5. Relevant experience / case studies (maximum 4 pages).
6. Curriculum vitae (CVs) of key personnel (maximum 2 pages per CV).
7. Portfolio or supporting material (maximum 5 pages, optional).
8. Quotation / fee proposal in the format requested in the final RFQ.

File name: [SupplierName]_PublicArtPM_Commissions4-6.pdf

Submission by email attachment only. External file-transfer links will not be accepted.

5. Evaluation and Governance

Submissions will be assessed by an Evaluation Panel comprising representatives of Sligo County Council's Arts Service and at least one independent member of the Public Art Steering Group.

The appointed Service Provider will be expected to attend meetings of the Public Art Working Group (operational oversight) and, at key stages, the Public Art Steering Group (strategic oversight), as required by Sligo Arts Service.

The panel will evaluate all eligible submissions against the published criteria and may seek clarification from applicants where required. Where considered necessary, one or more of the highest-scoring applicants may be invited to a clarification meeting/interview via MS Teams. Any such meeting will be used to clarify or verify information already provided and will not introduce new award criteria. The contract will be awarded to the highest-scoring eligible applicant, subject to due diligence, verification of references and final approval by Sligo County Council.

6. Instructions for Applicants

- Closing Date: Friday 30 October 2026, 5.00pm
- Submission: quotations must be submitted by email to ggannon@sligococo.ie.
- Email subject line: "Public Art PM Commissions 4–6".
- Queries: All queries must be submitted by email to ggannon@sligococo.ie by Thursday 22 October 2026, 5.00pm. Please note that queries received between 5 and 18 October may not receive a response until the week commencing 19 October.
- Responses to substantive queries may be compiled and published in anonymised form for the information of all applicants.

7. Terms and Conditions

- The successful Service Provider must hold appropriate Professional Indemnity insurance (minimum €250,000) and Public Liability insurance (minimum €6,500,000).
- The successful applicant must hold valid Tax Clearance Certification.
- The Service Provider will be responsible for compliance with all relevant legislation, health and safety requirements and data protection requirements.



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- Payment will be made on receipt of valid invoice and purchase order, in accordance with Sligo County Council payment procedures and agreed milestones.
- Sligo County Council is not bound to accept the lowest or any quotation and reserves the right to cancel or amend this process at any stage.
- Replacement personnel, if applicable, must be of equal or greater qualification and experience and must be approved in writing by Sligo County Council.
- The sequencing, scope and/or value of individual commissions may be adjusted where required to reflect funding confirmation, capital-project timelines or operational requirements.

8. Freedom of Information and Data Protection

Information provided may be subject to disclosure under the Freedom of Information Act 2014.

Personal data will be processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation (GDPR).

Applicants should clearly identify any information considered confidential or commercially sensitive.

9. Contact Details

For all queries relating to this RFQ, please contact:

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