*Síol Schools Trust CLG*

***c/o Le Chéile Education Centre, Bushy Park House, Templeogue Road, Dublin D6W EH51***

***Telephone: 01 5380104 E-mail:*** ***admin@lecheiletrust.ie*** ***Web:*** [***www.lecheiletrust.ie***](http://www.lecheiletrust.ie)

**Le Chéile Trust Building Approval Process**

**Gateway 3**

**Application for Approval to go to Tender on a Building Project**

**NB: No works should commence until written approval is received from both the Department of Education and the Le Chéile Trust.**

|  |  |
| --- | --- |
| **School Name** |  |
| **School Roll Number** |  |
| **School Address** |  |
| **Contact Details****(email and mobile phone no.)** |  |
| **Scheme under which funding has been approved by the Department of Education** |  |
| **Amount of funding approved by the Department of Education (Attach copy of Letter from DOE confirming the School is authorised to proceed to tender** | **€** |
| **If other funding is required for the project please provide details and proof of such funding** |  |
| **Please confirm that all of the documents identified in the checklist of documents provided by the Le Chéile Trust at Gateway 2 have been provided** |  |

I hereby request approval from Síol to commence the above outlined building project at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (School)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Principal)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Chairperson, Board of Management)

Date:

**For Office Use only:**

**Date Received:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date reviewed by Property Subcommittee:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is a referral to the Congregation required? Yes / No**

**Decision: Approval Granted**

 **Additional Information Requested**

 **Approval Declined**

Reason for Refusal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On behalf of Síol Schools Trust

**Specimen Letter of Approval from the Le Chéile Trust to go to tender on a Building Project**

|  |  |
| --- | --- |
| School Name |  |
| Roll Number |  |
| School Address |  |
| Contact Details |  |
| Type of Grant/ Description of Project |  |
| Estimated value of project | € |
| Amount of Funding Approved by Department of Education | € |
| Confirmed funding from other sources | € |
| Date of Approval from the Le Chéile Trust to commence design of the project |  |
| Date of Application to le Chéile Trust for approval to proceed to tender |  |

Dear X

I am pleased to inform you that the Le Chéile Trust has approved your application to commence the tender process on the above project.

Your attention is drawn to the following Department of Education requirements:

If the value of a project exceeds €200k - When the school get approval from the Department to go to tender, the tender must be placed on eTenders for 30 days. Proof of this will be required e.g. in the form of a screen grab.

If the value of a project is under €200k – The school must provide proof that 5 written tenders were sought e.g. copies of emails or quotes. School may only get one reply but they must have sought at least 5 tenders.

Proof that the tenders were returned to the school / BOM and *that they were opened by the BOM*. Failure to comply with this procedure is in breach of the Dept.’s procurement process and may lead to a project having to be retendered at the cost of the school.

Ensure that the school keep a digital file of the project, including all necessary paperwork, in case the school is selected for a compliance check by the Department of Education. Compliance checks were previously conducted in person but are now conducted online). A compliance check is carried out on projects that were completed in the previous year.

Please note that neither this nor the letter of approval to proceed to tender you received from the Department of Education constitutes approval for the actual commencement of the works. You are required to consult with the Department of Education before appointing a contractor. It is the responsibility of the board of management to ensure that the consultant/ design team is familiar with the relevant Department of Education design team procedures and provides the board of management with the information and documentation required by the Department of Education before a contractor is appointed.

The Le Chéile Trust Building Approval Process is aligned to the Department of Education procedures and is designed to protect the board of management by ensuring that the consultant/ design team appointed complies with all of the relevant Department of Education design team procedures. I attach a checklist of documents which must be submitted to the Le Chéile Trust for this stage of the project. You should provide the design team/ consultant with a copy of this checklist and ensure that they understand that the board of management have an obligation to submit this information to the Le Chéile Trust as the project progresses.

Once the tender process is complete and you are ready to appoint a contractor you must obtain approval from the Department of Education and the Le Chéile Trust prior to appointing the contractor. Under no circumstances should you appoint a contractor without approval from the Department of Education and the Le Chéile Trust.

I wish you well as you progress this project.

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Le Chéile Buildings Advisor

**Checklist of Documents to be Submitted to the Le Chéile Trust once the tender process is complete on a project under the Summer Works or Emergency Works Scheme (or any works with a value of less than €1 million)**

|  |  |
| --- | --- |
| **Document** **Requirements under Department of Education DTP for Small Works 7th Edition October 2021. The board of management must ensure that the Consultant/ Design Team comply with the most recent version of DTP for Small Works****Documents required from Consultant/ Design Team are underlined** | **Date Submitted to Le Chéile Trust** |
| **Stage 3 – Tender Action**Confirmation that the Stage 3 (tender) report has been submitted to the Department of Education |  |
| **Stage 3 – Tender Action**A copy of written authorisation from the Department of Education to proceed to accept a tender and enter into a contract with the preferred bidder |  |

**Checklist of Documents to be Submitted to the Le Chéile Trust once the tender process is complete on a Major Project or Additional Accommodation**

|  |  |
| --- | --- |
| **Document****Requirements under Department of Education Design Team Procedures. The board of management is responsible for ensuring the Design Team comply with the latest version of Design Team Procedures.** | **Date submitted to Le Chéile Trust** |
| **Stage 3 – Tender Action**Confirmation that the Stage 3 (tender) report has been submitted to the Department of Education |  |
| **Stage 3 – Tender Action**A copy of the written authorisation from the Department of Education to accept a tender and enter a contract with the preferred bidder. |  |