



**Request for Tender (RFT) for Inclusion on the Trainer Panel
for the Provision of Training for FORUM Connemara CLG
under its 2024 to 2028 Social Inclusion and Community
Activation Programme (SICAP)**

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Rialtas na hÉireann
Government of Ireland



Cómhaoinithe ag an
Aontas Eorpach
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1. INTRODUCTION

Forum Connemara CLG brings together key development projects including rural enterprise and development and social inclusion that work for the betterment of our community.

Our responsibilities include the delivery of the Rural Development Programme (RDP) also known as LEADER and the Social Inclusion and Community Programme, known as SICAP. Other initiatives are funded by the Irish Government and the EU are also delivered by the company.

The purpose of this request for tender (RFT) is to establish a panel of qualified trainers for delivery of various training/ programmes for Forum Connemara CLG under its SICAP Programme from 1st September 2024 to 31st December 2026. *We reserve the right to extend the panel for up to 2 years to December 2028.*

The type of training/programmes expected to be run over the duration of the panel are outlined in **Appendix I – Specification of Requirements**. Applications will be accepted throughout the lifecycle of the Panel & all unsuccessful applicants are invited to re-submit an application that meets the minimum requirements at any time during the currency of the panel.

It is important to note that training/programme providers included in this panel does not guarantee a contract to deliver training/programmes for Forum Connemara CLG.

SICAP Programme

The aim of SICAP is to reduce poverty and promote social inclusion and equality in Ireland through supporting communities and individuals using community development approaches, engagement and collaboration.

SICAP is a social inclusion programme which assists both individuals and groups through a two-pronged approach, supporting communities and supporting individuals. The task of Forum Connemara CLG as a Programme Implementer (PI) is to reflect the broad scope of the programme in their actions and use programme funding to strengthen communities and improve people's lives. SICAP aims to address high and persistent levels of deprivation through targeted and innovative using a locally led approach. It targets and supports those who are disadvantaged and less likely to use mainstream services. SICAP has 2 programme goals:

1. Goal 1: Contribute to Building more Sustainable, Inclusive and Empowered Communities

Empower individuals, groups of individuals, Local Community Groups and Social Enterprises to address collective community needs.

2. Goal 2: Empower Disadvantaged People to Improve the Quality of Their Lives

Support disadvantaged individuals, children and families to progress their formal education and participate in lifelong learning, to progress into employment/ self-employment, and to improve their soft skills and wellbeing.

2. INSTRUCTIONS TO TENDERERS

- In submitting the proposal, tenderers must respect all instructions, forms and terms and conditions contained in this RFT. Failure to submit all required information within the specified format may lead to rejection of the tender.
- Applicants are required to clearly indicate the Category[s] they are tendering for in their application.
- Applicants are required to provide information as detailed in **Appendix 2 Tender Response Document** & below. *No other format will be accepted.* Failure to comply with the requirements will result in your application being considered inadmissible.
- The criteria and rules outlined as set out below are assessed on a pass/fail basis. Only applicants passing all the criteria below will be admitted to the panel. Therefore, applicants should ensure that they provide detailed information at **Appendix 2 Tender Response Document** in respect of all aspects of the requirements as stated. This will enable Forum Connemara CLG to assess fully the extent of their offers.

Applicants Details

[PASS REQUIREMENT *essential to be admitted to the panel*]

In Appendix 2 provide contact and general information on the applicants' business – entity name, address and contact details for individual responsible for this application and entity overview.

Please note: as provided at Appendix 4 we operate in line with Forum Connemara CLG Green Public Procurement [GPP] Principles prioritising suppliers who meet principles 1 to 4. ***Please provide details of how you/your organisation operates in line with these.***

Previous Experience

[PASS REQUIREMENT *essential to be admitted to the panel*]

A comprehensive Appendix 2 must be submitted *by all proposed service delivery personnel and demonstrate:*

- **Relevant Experience**¹ - Information clearly demonstrating 2 previous examples within the last 5 years which shows capability to deliver the required training. If you can clearly demonstrate your experience across several different Categories in one of the references provided, this will be acceptable. **We reserve the right to use these details for reference purposes and make checks without any further contact with applicants.**

¹ **Relevant Experience** means relevant experience in delivering similar projects to similar target groups.

Qualifications

[PASS REQUIREMENT *essential to be admitted to the panel*]

A comprehensive Appendix 2 must be submitted *by all proposed service delivery personnel and list:*

- **Qualifications²** - Relevant training and technical qualifications and/or third level qualifications or equivalent are desirable but not essential. *Copies of all certificates must be submitted with all applications.*

Tax & Insurance

[PASS REQUIREMENT *essential to be admitted to the panel*]

Complete Appendix 2 confirming the following:

- **Tax** - Confirmation that the Applicant is fully tax compliant. *Upon request and at contract award stage all providers will be required to submit a CRO printout showing business name/legal status as appropriate.*
- **Insurance**—Relevant insurances as required [i.e. Professional Indemnity level of €300,000, Employer and Public Liability]. Indemnifying the LCDC and the Local Authority from and against all and any losses, claims, demands, damages or expenses which the LCDC and/or the Local Authority may suffer in the course of this work is a pre-condition and mandatory requirement for contract award.

Declarations

[PASS REQUIREMENT *essential to be admitted to the panel*]

At Appendix 2 confirm and includes declarations as below:

- **Article 20 of EU Council Directive 93/36/EEC Declaration** - Tenderers to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (co-ordinating procedures for the award of public supply contracts) apply, will be excluded from this competition (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security. contributions) Tenderers are requested to declare that none of these circumstances apply to them.
- **Appendix 3 SICAP Contractors' Code of Practice** - All suppliers must submit with their application a signed copy of Appendix 3
- **Conflicts-of-Interest.** Any conflicts-of-interest involving a tenderer must be fully disclosed to Forum Connemara CLG. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light. If no conflict of interest exists, tenderers must indicate this.
- **Data Protection Consent form** – Applicants must agree to sign up to the Data Protection Consent Form as detailed at section 4.
- **Child Protection Policy** - Applicants must agree to complete Forum Connemara CLG Garda Vetting and a Worker Declaration Form as per Forum Connemara CLG's Child Protection Policy.

² **Qualifications** – Applicants MUST submit a copy of all certificates/ qualifications as noted.

The Contracting Authority is entitled, but not obliged to seek clarification of tenders in the course of the evaluation process. No change in the price or substance of the tender shall be sought, offered or permitted. To assist in finalising the tender evaluation selected tenderers may be invited to clarification meetings with the Contracting Authority. Tenderers will be informed as soon as is practically possible with regard to the proposed date for these meetings.

NOTE: Applicants must be willing to provide evidence of all self-declared information within five (5) working days of request, requests will be made prior to any award decision. If the evidence required is not provided by the deadline date, Forum Connemara CLG reserves the right to eliminate the applicant from the competition. Furthermore, applicants should note that the provision of inaccurate or misleading information in this declaration may lead to exclusion from participation in this and future Panels.

Submissions - A digital copy of the application must be submitted by email ONLY to events@forumconnemara.ie – **no other format will be accepted. The panel is open for applications throughout its lifetime.**

Queries - Every effort has been made to ensure that this RFT contains all the necessary information for completion of tenders. However, in the interests of equity for all tenderers, requests for additional information, clarification on the contents of this RFT and all other queries of substance) shall be made via e tenders messaging facility. Queries received over the phone or by email shall not be responded to. Responses to all queries received regarding this tender will be posted on the messaging facility on eTenders, making any additional information available to all interested parties.

3. DURATION AND AWARDING OF CONTRACTS

The panel will run for from 1st September 2024 to 31st December 2026. We reserve the right to extend the panel for up to 2 years to December 2028. Tenderers can be selected for inclusion on the panel throughout its duration - it will remain open on e- tenders for this period. To facilitate any further extensions the panel response deadline will be extended on e-tenders.

Operation of the Panel

Assignments under the Categories will be allocated to contracts as follows:

- a) By selection of the most suitable tenderer available in the relevant category for the particular assignment on the basis of their expertise as set out in their application.
- b) Where the nominated person is not available due to existing commitments then Forum Connemara CLG will allocate the assignment to the next most appropriate person, based on their expertise as set out in their application.
- c) Where appropriate Forum Connemara CLG reserves the right to conduct a mini tender competition with a minimum of 3 panel members capable of delivering the services

[subject to that number being on the panel]. Mini competitions will be conducted in line with public procurement requirements and the contract awarded on the basis of the most suitable trainer and the skills required for the project/approach to be delivered.

4. ADDITIONAL INFORMATION

Additional Programmes & Other Requirements

As and when additional programmes arise over the life of the Panel, Forum Connemara CLG will either award these programmes to the initial service provider identified to deliver the programme or identify the most appropriate service provider on the panel based on value for money, availability, reliability & quality of programme / trainer based on the specific needs and by reference to the original tenders.

Other Requirements which arise

Forum Connemara CLG recognises that training & business needs are constantly evolving and this in turn may require changes to our training offerings. Where new training requirements are identified, Forum Connemara CLG may run a mini tender among the most suitable panel members based on changing needs emerging and by reference to the original tenders.

Forum Connemara CLG reserves therefore the right to run a mini-tender competition for additional training programmes falling within the scope of this contract at all times.

Right to Tender outside of the Panel - The Contracting Authority intends to use the Panel for the procurement of requirements falling within its scope during the specified period; however, it reserves the right to go outside the Panel for the procurement of any requirement without reference to the Panel Members. Admission to a Panel does not guarantee the award of any contract to any economic operator, nor does it give the member[s] the right to be consulted in respect of any contract.

Termination of Panel & Contracts Awarded - The Contracting Authority reserves the right at its sole discretion to terminate any contract where circumstances outside its control, render the commercial arrangement uncompetitive. It also reserves the right to terminate this contract award process any time at its sole discretion and will not be responsible for any costs incurred by applicants in the tendering process.

Tender Format & Delivery. Tenders must be completed in accordance with the format specified in **Appendix 2 Tender Response Document**. Incomplete tenders or tenders that do not follow the prescribed format will be rejected.

Confidentiality and Intellectual Property. Forum Connemara CLG requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

Freedom of Information Act. Forum Connemara CLG will endeavour to hold confidential any information provided in this tender, subject to its obligations under law, including the Freedom of Information Act.

Should the tenderer wish that any of the information supplied in this tender not be disclosed

because of its sensitivity, the tenderer should, when providing the information, identify the sensitive information and specify the reason for its sensitivity. Forum Connemara CLG will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received.

If third parties request information pursuant to the Freedom of Information Act, unless this information has been identified as being sensitive, with supporting reasons, then it is likely to be released in response to a Freedom of Information request.

Data Collection for Minors. Forum Connemara CLG has protocols for managing the registration of minors and when engaging with 15- to 18-year-olds on a one-to-one basis. These protocols include:

- Parental consent is not necessarily required to register a young person aged 15 to 18 with SICAP, but the PI as Data Controller must make a judgment on whether the young person appreciates the implications of consenting to provide information to SICAP.
- This means ensuring that minors have sufficient maturity to understand and make their own decisions about their personal data and know why certain questions are being asked, where the information is being stored, and how it will be used.

All suppliers must agree to sign the use of Data Protection Consent form in their work to meet these protocol requirements.

Data Protection. A contractor is defined as a *Data 'processor' i.e. a natural or legal person, public authority, agency or other body which processes personal data on behalf of the Data Controller i.e. Forum Connemara CLG.* Responsibilities of Data Processors under the Data Protection legislation is outlined in the contract.

Child Protection. The delivery of training or programmes involving Youth require Garda Vetting in compliance with Forum Connemara CLG's Child Protection Policy. Tenderers who are successful for inclusion on the panel to deliver Youth related programmes will be required for their designated staff proposed to deliver the Youth related programmes to complete Forum Connemara CLG Garda Vetting and a Worker Declaration Form as per Forum Connemara CLG's Child Protection Policy.

APPENDIX I: Training/ Programmes

The training and programmes envisaged to be run by Forum Connemara CLG over the duration of the panel are as below 10 categories.

Applicants may choose to tender for as many categories as is relevant to them.

Points to Note:

- These courses may be run once, more than once or not at all, depending on the demand and availability of funding.
- Expected number of participants attending each course will range from 5 to 25.
- Envisaged timeframe for the delivery of these programmes is immediately.
- Applicants must clearly indicate which training categories they are tendering for.

1. Business / Job Readiness

- CV and Interview Skills
- Start Your Own Business Course
- Business Plan Development
- Back to Work Skills
- Artificial Intelligence for business (AI)

2. Biodiversity and Landscape Management

- Biodiversity and Climate Change Courses (all levels)
- Hedge Laying
- Hedgerow Management
- Coppicing
- Plant Identification
- Small Mammal and Bird Identification
- Insect Identification
- Pond Building
- Habitat Management
- Habitat Mapping
- Biodiversity Action Planning
- Trail Management (recreation)
- River and Watercourse Management
- Gardening for Biodiversity
- Gardening for the Kitchen
- Mushroom Growing
- Composting
- Waste Management
- Waste Reduction for Small Businesses and Social Enterprises
- Waste Reduction in the Home and Community
- Quad Bike
- Chainsaw (all levels including LANTRA)

- Pesticide Training
- Fencing
- Animal Husbandry
- Orchard Creation and Management
- Graveyard Maintenance
- Fishing Skills
- Gillying
- Horticulture
- Tree Surgery
- Stone Masonry
- Farm and Outdoors Training
- Animal Welfare
- Veterinary Care
- Equestrian
- Mountain Leader (all levels)

3. Health and Wellbeing

- Mental Health Awareness and Wellbeing Courses
- Addiction and Drugs
- Menopause and Wellbeing
- Men's Health
- Cookery for Nutrition and Wellbeing
- Mental Health First Aid
- Art Therapy
- Meditation & Mindfulness
- Yoga
- Pilates
- Personal Development Courses
- Play Therapy
- Wellbeing Through Creativity
- Life Coaching
- Resilience Training

4. Community Groups Training

- Minute Taking Course
- GDPR
- Confidentiality Training
- Governance Training
- Risk Management
- Risk Minimisation for Community Groups
- Managing a Community Hall
- Group facilitation skills
- Volunteers: How to Find Them, Recruit Them, Keep Them and Mind Them

- Conflict Resolution
- Playground Maintenance (ROSPA maintenance)
- Child Protection for community groups

5. Caring & Educational Sector

- Carer Skills
- Palliative Care
- Patient Moving and Handling
- H&S Awareness in Healthcare and Falls Prevention
- Infection Control and Training
- CPR/BLS in Healthcare
- Childcare Skills
- Special Needs Assistant (SNA)
- Train the Trainer
- Driving Theory Test Practice

6. Hotel and Catering and Service Industry

- Cookery Skills (Basic to Advanced levels)
- Bar Skills
- Restaurant Skills
- Front of House Skills
- Hospitality Skills
- HACCP (all levels)
- Food Hygiene
- Food Safety
- Customer Care for the Service Industry
- Hairdressing
- Dog Grooming

7. Health and Safety and Construction

- Cleaning Validation and Cleanroom Goods Manufacturing
- Child Protection Training
- Fire Warden/Instructor
- Working at Heights
- Abrasive Wheels
- Water Safety
- Fire Safety
- Manual Handling for Outdoors
- Fire Safety for Farms
- Working Alone
- Dumper Ticket
- Teleporter
- 360 Excavator
- 180 Excavator

- Telescope / Load All
- Safe Pass
- CPCs
- CSCS
- QSCS
- First Aid (all levels including remote)
- House Painting
- Sign Painting
- Basic DIY (Plumbing, carpentry, tiling etc)
- Car Maintenance

8. Creative & Media Sector

- Communication Skills
- Radio Presenter Skills
- Adobe InDesign and Photoshop, Canva
- Social media, Photography and Marketing, Scheduling etc.
- Videography
- Drone
- Assisted Technology (AI)
- Flower Arrangements
- Art & Craft
- Creative Writing
- Upholstery and Upcycling
- Technical Sound and Lighting (Stage Pass)

9. Literacy, Numeracy & Communication

- Everyday Maths
- Introduction to Computers and Digital Literacy
- Sign Language
- Personal Finance, Budgeting, Dealing with Debt
- Public Speaking
- Payroll
- English Language (all levels) including ESOL

10. Traditional Skills

- Thatching
- Basket Making
- Currach Building
- Bee Keeping
- Genealogy
- Irish Language (basic)