

CLARIFICATION DOCUMENT

This clarification document contains answers to all the questions raised to-date

Contracting Authority:	Enterprise Ireland
Competition:	2024/14 Establishment of a Panel for the Provision of courses of Education and Training for Enterprise Ireland in 6 Lots
Procedure	Single Stage with Negotiation
eTenders Ref:	4816241
Closing date for Queries:	7/01/2025 @ 12 Noon Irish Time
Closing date for Submissions:	17/01/2025 @ 12 Noon Irish Time
Clarification Number:	3
Issue Date:	10 th January 2024
This Clarification relates to:	Question Numbers 12 to 27
Information on Questions 12 to 27	

Question #1

Can you please clarify the submission deadline for this tender. Is it 17.01.25 at 12noon as per the contract notice or 28.02.25 at 5pm as per the email notification?

Answer #1

As per the Contract Notice and published documentation, the submission deadline is the 17th of January 2025 @12 noon Irish time.

Question #2

Can an entity apply for the tender if the entity cannot deliver on all elements of that lot?

Answer #2

As per the rules of the competition published within the documentation, Tenderers may apply for inclusion in a Lot if they can deliver 2 courses within the Lot. This applies to all Lots.

Question #3

Regarding Section 3: PER LOT AND COURSES APPLIED FOR - PASS/FAIL CRITERIA, to what do the following refer:

- Level for target audience and
- Level of customization required

Answer #3

As per Appendix 1 Description of Lots and Indicative Courses, there is a level assigned to each course e.g. Level 1, Level 2 and Level 3 and a level of customisation. These are all defined in Appendix 1 along with course descriptions.

Question #4

For new SMEs, will planning, delivery and overall responsibility of similar services as an employee be accepted as Previous Experience?

Answer #4

The reference contracts for previous experience will need to have been delivered by the applicant as a contractual party to that contract i.e. the SME. However, applicants are reminded that they may rely on the capacity of other entities as part of the application to qualify once declared in accordance with the rules of the competition. Please see section 3.4.

Also please be reminded that the Panel remains open for applications for its life (4 years).

Question #5

Can you please clarify whether it is anticipated that advisory services, workshops etc across the Lots, will be delivered in person or virtually?

Answer #5

Please refer to Section 3 of the Invitation for Panel Membership. In particular your attention is drawn to:

3.2.7 Training Courses /Times/Format

The training course/workshop times will be agreed between Enterprise Ireland and the Successful Panel member. Courses/workshops must be capable of being delivered online / in person / blended or hybrid (where a programme has multiple workshops, some may be held online, and some maybe held in-person) however changes may be made over the duration of the Panel to adapt to the needs of the business environment.

Question #6

Can you please provide a copy of tender documents in editable word form for use during application process.

Answer #6

The editable application form for the panel is in the Tender documents.

Question #7

Is there a requirement to complete the Appendix 3 data processing as part of the panel selection application?

Answer #7

The relevant agreements have been provided at this stage of the competition for information purposes. Successful applicants will be required to sign these agreements as a condition of membership of the panel.

Question #8

Do you require 3 contract references for every course we are applying for or do you need 3 contract references per lot we are applying for?

Answer #8

Three (3) reference contracts are required per lot.

Applicants should ensure that the reference contracts put forward demonstrate experience of course delivery relative to the courses being applied for in the lot. This experience can be demonstrated across the three contracts in their totality.

Question #9

Can we confirm if e-learning is acceptable for ESG Essentials?

Answer #9

Please see Answer #5 above

Question #10

Is providing SCORM files sufficient for ESG Essentials?

Answer #10

Please see Answer #5 above

Question #11

For the ESG Masterclass, can it be live online?

Answer #11

Please see Answer #5 above

Question #12

Is it permissible to use our previous work with Enterprise Ireland as one of our contract references?

Answer #12

It is permissible once relevant.

Question #13

Can we use some of the same references for multiple Lots?

Answer #13

There is no restriction on this, once the courses delivered under the reference contract are relevant to the courses being applied for under each Lot and subject to the rule that a minimum of two [2] courses per Lot are being applied for.

Question #14

We offer a one-day foundation or a three-day QQI accredited Lean Six Sigma Yellow Belt. Would course length be considered at mini competition stage?

Answer #14

Yes, course length will be considered at Mini-competition stage.

Please also note, at this stage of the competition to be appointed to the panel, one of the requirements is that there should be evidence of prior delivery of courses being applied for in the relevant Lot as part of the reference contracts being put forward for that Lot.

Please see the Appendix 1 Description of Lots and Indicative Courses to see more detailed descriptions of the courses in each Lot.

Question #15

Can you clarify that the requirement is 3 references per lot (rather than 3 references per course)?

Answer #15

Please see Answer #8 above.

Question #16

We are part of a wider group of entities and would be able to cover several lots across the group. Would we be able to submit one response for the group as a whole or would we need to ensure every entity is set up on the portal and responds individually?

Answer #16

An application made on behalf of a group is permissible, however, specific rules apply. Please see 3.4 Reliance on the Capacity of other Entities for the specific rules which apply when applicants are relying on the capacity of other entities as part of their application.

If individual entities want to be in charge of responding to mini competitions then the individual entities may need to be registered as all invitations will be issued and managed under the auspices of the lead entity.

Question #17

We have noticed some inconsistencies in the names of some courses and the Lots they are associated with. For example, "Smart Working (Personal Agility?)", "Project Management", and AI for HR." Could you kindly provide the complete and accurate names of these courses along with clarification on which Lot each course belongs to?

Answer #17

The Course 'Smart Working' and 'Smarting Working – Personal Agility' are one and the same.

Please see the Appendix 1 Description of Lots and Indicative Courses to see more detailed descriptions of the courses in each Lot. For ease of reference of the courses queried please see the following as set out in Appendix 1:

Course: Smart Working – Personal Agility Lot: Operations, Digital and ESG

Course: Project Management fundamentals Level: Lot: Operations, Digital and ESG

Course: Project Management (PRINCE2) Certification Lot: Operations, Digital and ESG

Course: Agile for HR & OD Lot: Operations, Business & ESG

Question #18

On pages 8 and 36 of the document "6_EI Thrive Courses Panel Invitation," it states: "Applicants must indicate which Panel Lots they are applying for and must note the requirements for applying for multiple Lots in Section 5." However, the document only includes Sections 1, 2, and 3. Could you clarify where we can locate Section 5?

Answer #18

Applicants must indicate which Lots they are applying for and which courses within each Lot as part of the application form which is Appendix 4 – APPLICATION FORM FOR PANEL MEMBERSHIP. This is in the Invitation for Panel Membership at Appendix 4 in Pdf form. However, Appendix 4 – APPLICATION FORM FOR PANEL MEMBERSHIP is also provided as separate document in Word so applicants can complete it for submission.

In term of the requirements for applying for multiple Lots, Section 5 is a typo. It should state Section 4 Rules relating to Selection Criteria and starts on page 20 of the Invitation for Panel Membership document.

Question #19

On page 18 of the "6_EI Thrive Courses Panel Invitation," it states:

"In particular, Applicants' attention is drawn to Annex 1 (Data Processing Annex), which must be completed as part of the tender response. This is included in the Tender Response Document uploaded separately to eTenders."

Could you confirm if the "Tender Response Document" refers to "Appendix 4 – APPLICATION FORM FOR PANEL MEMBERSHIP"? If not, could you specify where we can find the Tender Response Document?

Answer #19

The Tender Response Document is Appendix 4 – APPLICATION FORM FOR PANEL MEMBERSHIP which is included separately in Word format so it can be completed and submitted.

Please disregard the instruction to complete the Data Processing Agreement. Applicants who are successful in their applications will be required to complete/sign the relevant sections as a condition of formal appointment to the panel.

Question #20

Could you provide a comprehensive list of documents required as part of the tender response? Specifically, do we need to submit only the "Appendix 4 – APPLICATION FORM FOR PANEL MEMBERSHIP" at this stage, or are additional documents such as a separate response document, Data Processing Agreement, etc., also required?

Answer #20

Please see Answer #19 above.

The requirement at this stage in the competition is to complete the "Appendix 4 – APPLICATION FORM FOR PANEL MEMBERSHIP" which will require Section 3 to be repeated per Lot being applied for.

Question #21

In the delivery of training and as EI expect to be informed of best practices and the inclusion of examples of other organizations and how they adopted the change. This cannot become EI's IP and therefore cannot comply with the following:

- a) All material created as result/by-product of the training delivered or advisory services provided to Enterprise Ireland will become the sole intellectual property of Enterprise Ireland and cannot be used by any other party without their express permission.
- b) For the avoidance of doubt, the Panel member is not permitted to use any material which relates to Enterprise Ireland or client companies, and/or is the sole intellectual property of Enterprise Ireland in

any as part of any service delivery which is not pursuant to contract awarded under this Panel. This applies to all material whether provided pursuant to contracts awarded under the Panel or otherwise.

c) All panel members are also expected to comply with all applicable intellectual property and copyright legislation and respect the intellectual property rights of third parties as part of delivery of services under the Panel.

d) The provisions related to IPR will survive the expiration or termination of this Agreement for any reason.

Answer #21

(a) and (b) relate to materials which are produced as a result of working with Enterprise Ireland and which may include material specifically related to EI or our client companies. Enterprise Ireland would not seek to claim IP over material which would fall under 'c' and be classed as third-party IP.

Question #22

We are applying for 2 courses in one lot. On the tender document there are 3 reference contracts required and within each reference contract there are spaces for details of 3 training courses delivered for that contract. Do we need to provide details of 3 courses completed for each of the three reference contracts (clients) ie details for 9 courses completed?

Answer #22

'Applicants should refer to three instances within the last five years which demonstrate that they have successfully delivered services of a comparable nature, scope, scale and complexity on three (3) occasions under contract. The contracts listed should be chosen to demonstrate your firm's skills, efficiency, experience and reliability in the relevant areas of expertise based on the courses selected for the Lot'.

If only two courses are being applied for under a relevant Lot then an Applicant may reduce the number of training courses under the previous contracts to two.

Question #23

If an entity is applying as a sole trader does the following apply under Section A4 Financial Capacity "I confirm that I will supply evidence of financial standing, by way of auditor's letter, ensuring the tenderer party has the financial capacity to pay its debts identified on the current statement of assets and liabilities as being the debts as they fall due."

Answer #23

In the case of sole traders, this letter must be provided by either a 3rd party financial accountant or advisor or other independent evidence deemed appropriate, such as summary tax return, etc.

Question #24

With reference to Question 8 thank you for confirming you require 3 reference contracts per Lot.

However, in the template document for completion (section A10) you are looking for 3 examples of relevant training courses delivered per reference contract. It is our understanding that given the template wording, this means 9 examples of relevant training courses delivered per Lot over 3 client contracts. Is this correct?

Answer #24

The number of training courses listed under the previous contracts referenced per Lot should correspond with the number and profile of training courses applied for within the particular Lot. There is no limit to the number training courses provided for under each of the reference contracts, and this was to allow applicants to apply for as many courses within the lot as they have relevant experience in, as part of three previous contracts.

Please also see Answer #22 above.

Question #25

In the template document for completion (section A10) you have specified a list of questions for Training Courses 1, 2 and 3 under each Reference Contracts 1, 2 and 3. We have noted some inconsistencies, for example, there are 5 questions listed for Training Course 1 for Reference Contract 1 but 7 for Training Course 2 and 3 for Reference Contract 1. There is also different wording on some of the questions for Training Course 1 as compared to the same question for Training Course 2 and 3.

Training Course 1: Format: in-person, online, blended?

Training Course 2 and 3: Format: in-person, online, blended? Please specify how much of the course was asynchronous and/or synchronous and what form this took e.g. online modules, live instructor led Zoom sessions?

Can you confirm if we should answer the questions as set out or answer the longer set of questions (i.e. 7) for Training Courses 1, 2 and 3.

Answer #25

The questions for Training Course 1 are the correct questions to address and can be repeated for Training Course 2 and 3 and so on. However, if the more detailed questions have already been answered they will be accepted to address the lower requirements as the answers will be assessed on a pass/fail basis.

Question #26

Can you please provide level of customisation required for the influencing without authority module?

Answer #26

The level of customisation for Influencing without Authority is M (medium). The same is true for Negotiation Skills.

Question #27

Can we convert the provided Appendix 4 - Application Form to PPT and upload the final document in PDF format to eTenders?

Answer #27

The form should be completed in Word Format as was published and made available on eTenders and should be uploaded in PDF format when submitting. PowerPoint will not be accepted.