



Request for Tender (RFT) for *Inclusion on the Trainer Panel for the Provision of Training for Roscommon LEADER Partnership (RLP) under its 2024 to 2028 Social Inclusion and Community Activation Programme (SICAP)*

July 2025



Rialtas na hÉireann
Government of Ireland



Ana chomhchistíú ag
an Aontas Eorpach
Co-funded by the
European Union



government supporting communities



Social Inclusion &
Community Activation
Programme



County Council
Roscommon
County Council



Roscommon LEADER Partnership Company is delivering the SICAP programme on behalf of Roscommon Local Community Development Committee, which is a committee of Roscommon County Council.

The Social Inclusion Community Activation Programme (SICAP) is co-funded by the Irish Government, through the Department of Rural and Community Development, and the European Social Fund Plus under the Employment, Inclusion, Skills and Training (EIST) Programme 2021-2027.

1. INTRODUCTION

Roscommon LEADER Partnership (also known as RIDC – Roscommon Integrated Development Company) brings together key development projects including rural enterprise and development and social inclusion that work for the betterment of the people of Co. Roscommon.

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 Department of Environment, Community & Local Government and other Departments/Agencies in Ireland and 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 RLP under its SICAP Programme from mid July 2025 to 31st 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 RLP.

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 RLP 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, locally led approaches. It targets and supports those who are disadvantaged in Irish society 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 Lot[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 RLP to assess fully the extent of their offers.

Applicants Details [PASS REQUIREMENT <i>essential to be admitted to the panel</i>]
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.
Previous Experience [PASS REQUIREMENT <i>essential to be admitted to the panel</i>]
A comprehensive Appendix 2 must be submitted <i>by all proposed service delivery personnel and demonstrate:</i> • Relevant Experience¹ - Information clearly demonstrating <u>2 previous examples within the last 3 years which shows capability to deliver the required training</u> . If you can clearly demonstrate your experience across a number of different LOTs in one of the references provided, this will be acceptable. These details may be used for reference purposes and checks may be made without any further contact with applicants.
Qualifications [PASS REQUIREMENT <i>essential to be admitted to the panel</i>]
A comprehensive Appendix 2 must be submitted <i>by all proposed service delivery personnel and list:</i> • Qualifications² - Relevant training and technical qualifications and/or third level qualifications or equivalent are desirable but not essential. <i>Copies of all certificates must be submitted with all applications.</i>
Tax & Insurance [PASS REQUIREMENT <i>essential to be admitted to the panel</i>]
Complete Appendix 2 confirming the following; • Tax - Confirmation that the Applicant is fully tax compliant. <i>Upon request and at contract award stage all providers will be required to submit a CRO printout showing business name/legal status as appropriate.</i> • 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.

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

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

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 Code of Practice** - All suppliers must submit with their application a signed copy of Appendix 3 *"The Code of Practice for all Roscommon LEADER Partnership Contractors operating the SICAP programme"*.
- **Conflicts-of-Interest.** Any conflicts-of-interest involving a tenderer must be fully disclosed to RLP. 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 this Data Protection Consent Form as detailed at section 4.
- **Child Protection Policy** - Applicants must agree to complete RLP Garda Vetting and a Worker Declaration Form as per RLP's Child Protection Policy and as detailed at section 4.

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, RLP 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 sicaptrainerpanel@ridc.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 from mid July 2025 to 31st 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 LOTS will be allocated to contracts as follows:

- a) By selection of the most suitable tenderer available in the relevant LOT 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 RLP will allocate the assignment to the next most appropriate person, based on their expertise as set out in their application.
- c) Where appropriate RLP 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, RLP 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

RLP 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, RLP may run a mini-tender among the most suitable panel members based on changing needs emerging and by reference to the original tenders.

RLP 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. RLP requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

Freedom of Information Act. RLP 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. RLP 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. RLP 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. RLP*. 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 RLP'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 RLP Garda Vetting and a Worker Declaration Form as per RLP's Child Protection Policy.

APPENDIX I: Training Programmes

The training and programmes envisaged to be run by RLP over the duration of the panel are as below 3 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.

Category 1 – Business & Employment Skills Training

Entrepreneurship Workshops
Business Planning Training & Mentoring
Bookkeeping Training & Mentoring
Start Your Own Business Courses
Sales & Marketing Course for Small Businesses
Using social media to develop your business
Employability skills
Computer training
Social Farming
Customer Service
Personal development
First Aid Training (Accredited)
Safe Pass Training Manual
Handling Course
Horticulture
Medical Device Training
Hospitality Skills Training
Accredited training provision relating to business & employment
Bespoke and tailor-made training to address the needs of SICAP target groups

Category 2 – Youth Related Programmes

Transition Skills Programme for at primary and secondary level
Study Skills Programme at primary and secondary level
CV Preparation and Interview Techniques Workshops and Career path development
PR, Media Skills, presentation skills and IT training
Employability skills
Motivation and mindset training and development
Accredited training provision relevant to the youth sector
Bespoke tailor made, demand-based ICT and social media training example: gaming app / e bay training and development

Category 3 – Community Engagement & Up-skilling

Community Planning Workshops

Equality and diversity Awareness training (Travellers, Ethnic, LGBT, Disability)

Training to empower Community Groups to engage in policy, practice and decision-making processes at local regional & national level

Facilitation Skills

Non-Accredited Active Citizenship Course

Volunteer Training

Information technology training

Accredited training provision relating to the community sector

Bespoke and tailor-made training to address the needs of Local Community Groups being supported under the programme