

• **RFT - CLARIFICATIONS:**

1. Is professional indemnity insurance required at the time of submission?

Insurance is required before contract signature by the successful tenderer. Tenderers should therefore have an insurer identified and quotations available in advance, if insurance is not already in place.

2. How many workshops will be delivered under this tender, and how many suppliers will be appointed to each lot?

One supplier will be appointed to each lot to deliver workshops on a single training topic. The contract requirement is focused on reaching the specified number of participants, which is 80 people per lot. We anticipate an average workshop attendance of 20 people, so the expectation is that each supplier would deliver approximately four workshops per lot. It is imperative that each supplier meets the required number of participants for their lot to fulfil the contract.

3. What is the budget for each lot, and what costs must it cover?

The budget is €4,800 per lot, inclusive of all costs associated with delivery, including preparation, recruitment, travel, venue hire, materials, administration, reporting and evaluation. Catering may be offered but is not a requirement.

4. How long should each workshop last, and how many participants are expected?

Workshops are expected to be full-day sessions, providing a minimum of five hours of training per group. Each session should accommodate an average of 20 participants, in line with the tender requirements. The overall target for this tender is to upskill 400 Festival Makers and practitioners through approximately 20 workshops.

5. The tender overview refers to 25 workshops and 500 participants, whereas the lot table indicates 20 workshops. Which figures apply?

The figures of 25 workshops and 500 participants relate to the wider Festivals Connect programme, which includes additional training. This tender covers 20 workshops, with a minimum of 20 participants per workshop, targeting 400 participants in total.

6. Can tenderers apply for one, several or all lots?

Yes. Tenderers may apply for one, several or all five lots.

7. If applying for multiple lots, should tenderers submit a separate Section 2 response for each lot?

No. Multiple lots can be addressed within a single Section 2 response. Tenderers may include up to one additional page for each additional lot applied for.

8. Can workshops be delivered through a blended model combining online and in-person sessions?

Yes. Blended delivery is acceptable; however, in-person engagement is the preferred method of delivery.

9. Can workshops take place at or alongside festivals?

Yes, provided the tender submission includes a clear rationale for this approach. Delivery must meet the participant engagement requirements and PEACEPLUS demographic targets.

10. Where must the workshops take place?

Workshops must be delivered within the programme area of Northern Ireland and the border counties of Ireland. Activities should ideally be geographically spread across both areas.

11. Can a trainer based outside the programme area, for example in Galway, deliver the workshops?

Yes. The trainer may be based outside the programme area, provided delivery takes place within Northern Ireland and the border counties of Ireland.

12. Who is responsible for promoting workshops and recruiting, registering and retaining participants?

The contractor is responsible for meeting the requirements of the contract, including participant recruitment and registration. Create and project partners will support promotion through their networks, channels and relevant contacts.

13. Who is responsible for meeting participant attendance and PEACEPLUS demographic targets?

The contractor is responsible for meeting the participant engagement and demographic requirements set out in the tender. Create and project partners will provide support and advice, including sharing information through relevant networks and contacts.

14. Can training recipients be charged to attend workshops?

No. As this is a PEACEPLUS-funded initiative, charging participants for training is not permitted under the applicable SEUPB funding requirements.

15. What evidence is required for the two comparable previous projects, particularly those delivered in partnership with other organisations?

Tenderers must complete the relevant template in the tender document, providing project details including dates, partners, funding and a narrative summary. Please refer to pages 24–25 of the tender document for the full requirements.

16. Must tenderers have extensive experience specifically within the festival sector?

Festival-sector experience is not mandatory. However, the tender relates to training and skills development, so the reference projects should demonstrate relevant experience delivering training workshops in the applicable subject area. Experience in the arts, business support, capacity building, stakeholder engagement and community engagement may be considered transferable where relevant to the proposed training.

17. Can more than one trainer deliver the workshops within a lot?

One supplier or organisation will be appointed per lot. The supplier may use the same trainer across all four workshops or propose different trainers. All proposed staff, collaborators, trainers and personnel must be included in the tender application.

18. How will contracts be awarded if multiple tenderers are appointed to the framework?

The overall scoring scheme set out in the tender document will be used to rank suitable tenderers. Where multiple bids are accepted onto the framework, contracts will be awarded in order of final scoring.

19. The close-out milestone refers to “consortia activities... the study visit”. Is this activity included in the scope?

This reference is an error. The milestone should read: *“Final report and evaluation completed covering training undertaken and participant feedback.”*

20. Can you confirm that tenderers may apply for one, several or all lots, as stated on eTenders Ireland?

Yes. The eTenders Ireland listing is correct, and tenderers may apply for one, several or all lots. An inconsistency on TED has been identified and will be corrected.

21. Where can tenderers find the detailed lot requirements and application templates?

Please refer to the tender document, including the lot overview and budget table on pages 3–4 and the reference project templates on pages 24–25. The tender document is available in both Word and PDF formats.
