

Tender for the Provision of a Shared Bootcamp for Carlow & Kilkenny Local Enterprise Office

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Closing Date: 19th August 2016 @12.00noon

1. Specification of Requirements

1.1 Context

The Local Enterprise Office, Carlow & Kilkenny's (The LEO) recognises the importance of, and is fully committed to supporting the next generation of young aspiring entrepreneurs.

The LEO believes that a Business Boot Camp (and mentoring) as part of Carlow & Kilkenny's Best Young Entrepreneur Competition will help transform creative and innovative ideas into entrepreneurial action. Following the Business Boot Camp there will be a competition judged under three distinct categories:

- Best new idea
- Best start-up business (less than 18th months)
- Best established business with new add-on

The business plans / proposals and investor pitches developed during the Boot Camp and mentoring will form the basis of the adjudication. The winner in each category will represent Carlow & Kilkenny's at a Regional Final and, if successful, at the National Final of Ireland's Best Young Entrepreneur.

2.0 Provisional Outline of Programme

The LEO now seeks quotations from suitable individuals and organisations to deliver a "**Business Boot Camp**" training programme and mentoring to a cohort of 30-40(maximum) aspiring entrepreneurs aged 18 to 35 in Carlow & Kilkenny's. The Boot Camp training will be delivered at a venue arranged by the LEO.

3.0 The Boot Camp is aimed at:

Selected applicants from Carlow & Kilkenny's who have applied to compete in Ireland's Best Young Entrepreneur Competition and who meet the following criteria;

- People age 35 years and under with an original and innovative idea, start-up or existing business add on
- Applicants who own, control and manage their business Intellectual Property.
- Not for profit and social entrepreneurship applicants operating in a commercial domain.
- Applicants who are eligible to own, manage and operate a business in Ireland at the time of application.
- Applicants from overseas who are eligible to operate a business in Ireland will be encouraged to apply.
- Existing businesses promoted by a young entrepreneur and with a new plan to further develop the business.

3.1 Boot Camp Outcomes:

Participants will be at different stages and have differing levels of knowledge and experience of business. **A written business plan / proposal and an investor pitch is the minimum deliverable expected.**

Other outcomes include

Idea Stage

- Assess their entrepreneurial traits and identify their strengths and weaknesses
- Understand how to identify and assess their target market
- Understand what a business strategy consists of and how to develop one
- Understand how to identify and assess the key opportunities and risks to their business
- Understand how to develop a financial plan
- Prepare a written investor proposal and pitch

Start Up / Established

- Assess their own strengths and weaknesses as the primary driver of the business
- Develop a realistic and achievable strategy for their business
- Improve their capacity to implement their business strategy
- Improve their understanding of the key opportunities and risks to their business and how to address them
- Prepare a realistic financial plan that they are capable of implementing
- Prepare a written Investor ready plan and pitch

3.2 Boot Camp Content:

1. **You are the Driver of your business** – an insight into your entrepreneurial drivers, your capacity as the leader of your business, your strengths and weaknesses. An introduction to leading and working with a Team.
2. **Business Strategy** – what does it mean, how to develop it, - what is your business strategy (where you are now, where you want to be in 2 years, what you need to do to get there, how are you going to do it)
3. **Value Proposition** - what does it mean, defining your value proposition
4. **Target Market** – identifying your target market
5. **Market Opportunity** – assessing competitive landscape, identifying the scale of the opportunity, analysing your position and competitive advantage
6. **Securing Market Share** – route to market, pricing, promotion
7. **Risk Assessment** – SWOT analysis of Technical, Commercial / Market, Management & Finance Risk & How to address these
8. **Targets & Performance Measurement**
9. **Financial planning & sources of finance**
10. **Investor Proposal** – how to write an investor proposal, how to prepare and deliver the perfect pitch

The above modules should be delivered in class room style and the methodology should include case studies. The time allocation for the ten modules above is 18 hours.

Optional Additional Module Teamwork– identifying your own and others characteristics & roles in teams, understanding how teams work, getting the most from your team.

Mentoring

Mentoring sessions will be allocated as required depending on participant needs, and it is anticipated that there will be a requirement for 60 x 2.5 hour sessions in total based on 15 participants in start up or established phase or with business idea. The allocation of mentoring sessions should be fluid and decided depending on each participants needs, which will be determined at the Boot Camp.

The allocation of mentoring will be based on approval by the LEO Executive for each area based on the client application

3.4 Post Boot Camp Mentoring

Additional mentoring sessions will be allocated to support the three winners from both counties to further develop their entries at Regional and National level. This may require up to 10 additional sessions.

It is expected that the successful quoting individual/organisation will be able to demonstrate its familiarity with delivering “Business Boot Camp” training and mentoring to young aspiring entrepreneurs, and will accordingly be able to make constructive suggestions to assist participants in the development of their ideas / businesses.

4.0 Nature of Contract

The Business Boot Camp, to which this Invitation to Tender refers, is due to commence in November 2016. The successful quoting individual/organisation will be expected to deliver the ‘classroom training’ to a cohort of approximately thirty to forty participants, and support the individual participants with the transfer of learning.

In addition to cost, key factors differentiating all proposals received will be the demonstrated track record in the delivery of Business Boot Camp programmes and mentoring young entrepreneurs.

5.0 Format of Quotations

Quotations must adhere strictly to the format stipulated in Appendix A and must be completed in the English or Irish language. Similarly, all quotation material and documentation must be in English or Irish language format.

6.0 Evaluation of Quotations and Award Criteria

6.1 Only quotations in English or Irish will be accepted.

6.2 Quotations will be initially evaluated by reference to the following qualification criteria:

Completeness of quotation documentation as specified in Appendix A of this document, and

Note, that it is intended that only those quotations, that meet the above qualification criterion will be eligible for inclusion in the award process.

6.3 The contract will be awarded from the qualifying quotations on the basis of the following criteria:

- Demonstrated track record in the delivery of Business Boot Camp training 25%
- Demonstrated track record in mentoring micro and small business owner/managers in areas of business start up 25%
- Cost 50%

Failure to submit the documentation and information required in Section 6.2 (including information required within Appendix A) and Section 6.3 will result in disqualification.

7.0 Notice to Companies Tendering

7.1 The Local Enterprise Office proposes that the following information relating to this Invitation to Quote will be made available on request under the Freedom of Information Act 1997.

- a) Name of successful quoting individual/organization.
- b) Reasons for non acceptance of the enquirers' quotation.

The Local Enterprise Office undertakes to hold confidential any information provided in this Invitation to Quote subject to:

1. Disclosure of the information specified at (a) and (b) above as liable for release to the public and
2. The Local Enterprise Office's obligations under law, including the Freedom of Information Act which came into law on 21st of April 1998.

Quoting individual/organisations are asked to consider if any of the information supplied with this offer should not be disclosed because of its sensitivity, (other than that referred to at (a) and (b) above). If this is the case, they should when providing such information, identify same and specify the reasons for its sensitivity. The Local Enterprise Office will consult with the quoting individual/organisation about the potentially sensitive information before making a decision on any request received under the Freedom of Information Act 1997.

If a quoting individual/organisation considers that ANY of the information supplied is of a sensitive nature, a statement to this effect should be made. 6

7.2 Contractual Arrangements

It is intended that the Invitation to Tender will give rise to a contract for the supply of training the Local Enterprise Office clients participating on the Business Boot Camp which will take place in November 2016.

Training materials used on the programme will become the property of the LEO. All materials produced must be branded with LEO, European Union European Regional Development Fund and Carlow & Kilkenny County Council logos, and will be made available on the LEO website for course participants to download.

7.3 Financial Arrangements

All costs must be quoted as a fixed price in Euro and show

- Cost per training hour
- Agreement to Mentoring Fee
- Overall cost

Payment for all training covered by this Invitation to Quote will be on foot of appropriate invoices which must be in Euro. Detailed invoicing arrangements will be agreed with the successful supplier at the time of the award of contract.

Before a contract is awarded the successful contractor (and agent, where appropriate) will be required to promptly produce a valid, current Tax Clearance Certificate. In addition, contractors must retain records of tax reference numbers for any subcontractors where payment exceeds €6350 (incl. VAT). All payments under the contract will be conditional on the contractors being in possession of a valid, current certificate at all times.

8.0 Professional Indemnity Insurance

Before a contract is awarded the successful contractor (and agent, where appropriate) will be required to promptly produce a valid, current Professional Indemnity Insurance Certificate. 7

9.0 Preparation and Submission of Tenders

Tenders must be completed in accordance with the format specified in Appendix A. Tenders which are incomplete will be rejected.

The Local Enterprise Office requires that any information provided, pursuant to this Invitation to Tender, will be treated in strict confidence by suppliers. However, the Local Enterprise Office reserves the right to seek clarification or verification of any such information. In the event of the tender being successful, information supplied by quoting individual/organisation will be treated as contractually binding.

All tenders are to be submitted in hard copy (3 copies required) in a sealed envelope marked clearly "**Tender for LEO IBYE 2017 Programme**" and addressed to Carlow County Council , Athy Road , Carlow . Tenders shall not be accepted electronically.

Late submissions will not be accepted.

Carlow & Kilkenny Local Enterprise Office reserves the right to end a contract if in its professional opinion the quality of work produced by the trainer is of an unacceptable standard or the trainer fails to meet agreed deadlines.

All consultants/trainers who conduct training /workshops for Carlow. Local Enterprise must submit a current Tax Clearance Certificate.

The Local Enterprise Office Carlow will not be liable for any costs incurred by the supplier in preparation and submission of this tender.

Proposed Date:

The proposed date for the Boot Camp is the 4th, 5th , 6th November 2016
Friday 1pm to 6.30pm, Saturday 9am to 5pm, Sunday 9am to 3pm

Appendix A Format of Quotation

1.0 General Information

1.1 Name, address, telephone and email of the quoting individual/organization. Name of person within the quoting business dealing with the matter;

1.2 Name, address, telephone and email of any third parties involved in the quotation. Name of person within the third-party business dealing with the matter;

1.3 Description of role or element of contract to be fulfilled by any third-party

1.4 Identification of party who will carry overall responsibility for the contract;

1.5 Confirmation of acceptance by the quoting individual/organization and any third parties of the conditions of quotation described in Section 3 of the Invitation to Quote;

2.0 Detailed programme content including

2.1 Programme modules and duration.

2.2 Evidence of required track record.

3.0 Cost of programme which must show

- Cost per training hour
- Number of training hours
- Overall cost of Boot Camp delivery

The cost per mentoring session is €175 per session and this cost or lower should be factored into your proposal.

4.0 The specific training / mentoring personnel proposed for the various modules in the programme, together with their CV's which should specify demonstrated track record

5.0 Programme outputs

6.0 Any other information that may be relevant to the quotation.