


# Cavan County Council

# on behalf of the

# Local Enterprise Office Cavan

**MENTORING PANEL**

**Appendix 1**

**Application Form**

**And Qualification Questionnaire**

# Application Form/Qualification Questionnaire

# Rules

* **Candidates can apply for one or more Lots.**

# Candidates must complete Section A and Section B in accordance with the rules/requirement.

# Candidates must complete the Candidates Statement

# Section A – Pass/Fail (Criteria)

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| **REF** | **PASS/FAIL CRITERIA** | **PASS REQUIREMENT**  |
| **A1** | **Candidate Summary** | Candidates must complete this section. If the candidate is a grouping, then a separate questionnaire must be completed for each group member**.** |
| **A2** | **Tax Compliance**  | **Note**: Candidates must furnish an up to date tax clearance certificate or alternatively complete the Self-Declaration Form (A3) providing information regarding their tax compliance. This applies to all group members. Refer to individual rules regarding members of a grouping. |
| **A4** | **Declarations** | Candidate must complete, sign and date these declarations. In relation to the Declaration of Bona Fides non-compliant candidates under any of the headings will be automatically disqualified. |

# Section B – Weighted (Criteria)

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| **REF** | **WEIGHTED CRITERIA** | **MAX POINTS AVAILABLE** | **Assessment Lots 1 – 12 Mentoring**  | **MIN POINTS REQUIRED** |
| **B1a** | **Previous Contracts** | 4,500 | Candidates should refer to instances within the last three years which demonstrate that they have successfully delivered mentoring services of a comparable nature and scale on one (1) occasion. The contracts referenced for consideration should provide comprehensive information to enable LEO Cavan to determine their comparability to the requirements of this contract. **Seperate Section B1a to be completed for each Lot applied for.** | 2,7002,700 |
| **B1b** | **Qualifications and Previous Experience** | 4,500 | Candidates should set out their relevant qualifications or FETAC equivalent scoring body for competencies required in the Lots applied for. Distinguish between Lots (link to competencies within Lots) / competencies in your submission.  |
| Previous experience of mentoring small business should be demonstrated by a **comprehensive CV.** |
| **B1c** | **Mentoring Competencies**  | 500 | Candidates must complete this Form for the lot(s) they are applying for. Candidates must tick their competencies under the sub-category within each Lot. Failure to comply with this will invalidate the Candidates application form. Boxes should be left Blank for those sub-categories that are not applicable. | 300 |
| **B1d** | **Availability** | 500 | Availability.  | 300 |
| **TOTAL** | **10,000** | N/A | **6,000** |

**Cavan Local Enterprise Office**

**MENTORING PANEL**

**SECTION A**

**SECTION A – PASS/FAIL CRITERIA**

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| **A1. CANDIDATE SUMMARY****Weighting:** Pass/Fail only**Pass requirement:** Candidates must complete this section.  |
| **Organisation / Lead Name** |  |
| **Contact Name**  |  |
| **Position** |  |
| **Address** |  |
| **Telephone Office** |  |
| **Telephone Mobile** |  |
| **Email** |  |
| **Date of establishment, if applicable** |  |
| **Legal Status, if any***(Company (Ltd.), Partnership, Sole Trader, etc.)* |  |

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| **SUB-CONTRACTORS/GROUP MEMBERS**If the Candidate wishes to rely on the standing of other parties including sub-contractors full details must be provided.  |
| **Is the Candidate a group of economic operators?** **Yes ❑ No ❑***If Yes, please provide the following information:* |
| **Please enclose an organisational chart with the proposed hierarchical structure of the grouping** | ***Confirm if attached*****Yes ❑ No ❑** |
| **Please describe the commercial and legal relationship between the members** |  |
| **If your answer is “Yes”, please provide the following information:** | **Name** | **Service to be delivered** | **Confirm Separate Questionnaire enclosed?**  |
| **Member #1** |  |  |  |
| **Member #2** |  |  |  |
| **Member #3** |  |  |  |

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| **A2 TAX CLEARANCE CERTIFICATE DECLARED BY SELF-DECLARATION** |
| **Weighting:** Pass/Fail only**Pass requirement:** Candidates must complete the self-declaration (A3) providing information regarding their tax compliance. This applies to all group members. |

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| **A3 - Self Declaration of Financial and Economic Capacity** |
| **Tax Clearance** | **Please Confirm Yes/No**  |
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| (A) I confirm and declare having a current and valid Tax Clearance Certificate in place and our tax affairs are in order.  | **Yes**  | **No**  |
|  |  |
| Do you grant the LEO Cavan permission to verify your tax cleared position online via Revenue.ie? |  |  |
| **Information required using new tax clearance certificate status adopted in 2016**  |
| Applicant Name  |  |
| Applicant PPSN/Tax Reference Number  |  |
| Access Number  |  |
| Or (B) I confirm that I currently hold a valid tax clearance certificate | Registration Number  |  |
| Certificate Number  |  |
| Or (C) I confirm that I currently have applied for a Tax Clearance Certificate that will be made available on request | **Yes**  | **No**  |
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| **Turnover** |
| **I confirm that we have the requisite turnover to be considered for the framework.**

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| **Year** | **Year 2018** | **Year 2019** | **Year 2020** |
| **Turnover** |  |  |  |

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| **I confirm that I will provide evidence of turnover when requested.** **NOTE #4**: In the case of sole traders or partnerships this condition may be satisfied by a letter of confirmation from the principal or senior partner. | **Yes ❑****No ❑** |

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| **Insurances** |
| 1. **I confirm that we have the following insurances in place**

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| --- | --- | --- | --- |
| **Insurance Type** | **Level in Place** | **Details of Any Excess** | **Expiry Date** |
| **Employers Liability** |  |  |  |
| **Public Liability** |  |  |  |
| **Professional Indemnity** |  |  |  |

 |
| **AND** **That Cavan County Council is indemnified under the Principles Clause****Yes ❑****No ❑** |
| **I confirm that if successful, where the levels required under the contract are higher than those currently in our possession, I will be in a position to put the required forms and levels of insurances required in place.**  | **Yes ❑****No ❑** |
| **AND** |
| **I confirm that I will provide the following promptly on request at any time prior to the award decision being made:** * evidence of insurances in place  **or**
* letter from Insurance Broker confirming that the required levels could be put in place if successful
 | **Yes ❑****No ❑** |
| **Signed:** |  |
| **Position:**  |  |
| **Dated:** |  |

**A4. DECLARATION OF BONA FIDES (ARTICLE 57 OF Directive 2014/24/EU)**

**Weighting:** Pass/Fail only

**Pass requirement:** Candidates must complete, sign and date this Declaration. LEO Cavan reserves the right at its discretion to exclude a non-compliant candidate under each heading. This must be completed by each group member.

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| **Mandatory exclusion**Economic Operators will be excluded from the procurement process if, within the past five years, there is evidence of a conviction relating to a specific criminal offence listed below (see 1.1) or if they have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security contributions (see 1.2) (except where this is disproportionate e.g. where only minor amounts are involved). |
|  | Has the Economic Operator or a member of their proposed consortium, (if applicable), Director, or Partner or any other person who has powers of representation, decision or control, been convicted of any of the following offences? | **YES** | **NO** |
| Please indicate your answer by marking ‘X’ in the relevant box |
| 1.1.a | participation in a criminal organisation, as defined in Article 2 of Council Framework decision 2008/841/JHA; |  |  |
| 1.1.b | corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union and Article 2(1) of Council Framework Decision 2003/568/JHA as well as corruption as defined in Irish Law or the jurisdiction in which the Economic Operator is established; |  |  |
| 1.1.c | fraud within the meaning of Article 1 of the Convention on the protection of the European Communities’ financial interests; |  |  |
| 1.1.d | the subject of a conviction for terrorist offences or offences linked to terrorist activities or for inciting or aiding or abetting or attempting to commit an offence; |  |  |
| 1.1.e | the subject of a conviction for money laundering or terrorist financing;  |  |  |
| 1.1.f | the subject of a conviction of child labour and other forms of trafficking in human beings; |  |  |
| 1.2 | Non-payment of taxes or social security obligationsHas it been established by a judicial or administrative decision having final and binding effect in accordance with Irish law or the legal provisions of the country in which the Economic Operator is established (if outside Ireland), that the Economic Operator is in breach of obligations related to the payment of tax and social security contributions?Note: If the response to 1.2 above is in the affirmative, please provide further information on the decision and the amounts involved. |  |  |

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| **Discretionary exclusion****An Economic Operator who answers ‘Yes’ in any of the situations set out in paragraphs 2.1.a to 2.1.i will be excluded.** |
| **2.1 Please indicate if any of the following situations have applied, within the past three years, or currently apply, to your organisation.****The Economic Operator:** | **YES** | **NO** |
| **Please indicate your answer by marking ‘X’ in the relevant box** |
| 2.1.a | has not, in the performance of all public contracts, complied with applicable obligations in the field of environmental, social and labour law that apply at the place where the works are carried out or the services provided that have been established by EU law, national law, collective agreements or by international, environmental, social and labour law listed in Annex X of Directive 2014/24/EU; |  |  |
| 2.1.b | is bankrupt or the subject of insolvency or winding-up proceedings, its assets are being administered by a liquidator or by the court, or has entered into an arrangement with creditors, suspended its business activities or is in any analogous situation arising from a similar procedure under national laws and regulations; |  |  |
| 2.1.c | is guilty of grave professional misconduct which renders its integrity questionable; |  |  |
| 2.1.d | has entered into agreements with other economic operators aimed at distorting competition; |  |  |
| 2.1.e  | has a conflict of interest within the meaning of Article 24 of 2014/24/EU that cannot be effectively remedied by other, less intrusive, measures;  |  |  |
| 2.1.f  | confirms that it has had prior involvement in the preparation of the procurement procedure which has resulted in a distortion of competition, as referred to in Article 41 of 2014/24/EU, that cannot be remedied by other, less intrusive, measures; |  |  |
| 2.1.g | has shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions.  |  |  |
| 2.1.h | * is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or
* has withheld such information or is not able to submit supporting documents required under Article 59 of Directive 2014/24/EU; or
 |  |  |
| 2.1.i | has undertaken to:* unduly influence the decision-making process of the contracting entity, or
* obtain confidential information that may confer upon the Tenderer undue advantages in the procurement procedure; or
* negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.
 |  |  |
| **DECLARATION RE STATUTORY OBLIGATIONS** |
| We confirm that we are fully compliant with the following legislation or equivalent: | **YES** | **NO** |
|  | Employment Equality Acts 1998-2011  |  |  |
|  | Equal Status Acts 2000-2011 |  |  |
|  | National Minimum Wage Act 2000 as amended  |  |  |
|  | Organisation of Working Time Act 1997 as amended |  |  |
|  | Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (General Application) Regulations 2007 |  |  |
|  | Disability Act 2005 |  |  |
|  | General Data Protection Regulation 2018 |  |  |
| AND |
| We have procedures in place to ensure that our subcontractors, if any are used for this contract, apply the same standards. |  |  |

I certify that the information provided in this declaration is accurate and complete to the best of my knowledge and belief. I understand that the provision of inaccurate or misleading information in this declaration will lead to my organisation being excluded from participation in this and future tenders.

This declaration is made for the benefit of the contracting entity.

|  |  |
| --- | --- |
| Name of Economic Operator  |  |
| Authorised Signatory  |  |
| Name in print or block capitals  |  |
| Rank/Position  |  |
| Date  |  |

**NOTE: The term Economic Operator covers equally the concepts of Contractor, Supplier and Service Provider whether as Candidate, Tenderer or Participant under an award procedure in accordance with the relevant Public Procurement Directive.**

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| **A4.2 DECLARATION ON CONFLICT OF INTEREST****Weighting:** Pass/Fail only**Pass requirement:** Candidates must complete, sign and date this Declaration |
| Candidates must disclose below any potential conflicts of interest or potential perceived conflicts of interest which they might have:1. with any aspect of this competitive process, or the Candidates' Application; or
2. with regard to any other aspect of the proposed contract or any ongoing activities of the LEO Cavan.

Accordingly, each Candidate must, in particular, disclose if its management, or any of its proposed personnel, their families or their associates have (or have had) any other interest in or involvement in relation to the proposed contract or any ongoing projects of the Contracting Authority.  Yes [ ] No [ ]If yes please describe: |
| **Signed:** |  | **Position:** |  |
| **Dated:** |  |

**Cavan Local Enterprise Office**

**MENTORING PANEL**

**SECTION B**

**SECTION B - WEIGHTED CRITERIA**

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 1** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 2** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 3** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 4** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 5** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 6** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 7** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1a PREVIOUS CONTRACTS (1)****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition**: Applicants should outline their relevant experience of providing **Mentoring services** to clients/micro businesses, focusing on the Lot Area. Example should be provided from the past three years using the template below. **Section B1a to be completed for each Lot applied for** |
| **CONTRACT #1** |  |
| **Lot 8** |
| Start Date - End Date |  |
| Client Name & address |  |
| Client contact person: |  | Phone no.: |  |
| Details of Mentoring Services provided(set out **sector**, development stage of client, link to specific Category competency/area). Also refer to impacts of the intervention provided, to the micro business. |  |
| Did the contract involve the following aspects, if so please describe. | **Element involved** | **Provide brief details** |
| Small business start-ups |  |
| Seeking investment/funding/sponsorship |  |
| Frequency of supply/service |  |
| Approx. Annual Value € |  |
| Please indicate the extent of which this project is comparable with the lots applied for |  |

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| **B1b QUALIFICATIONS****Weighting: 45% (Maximum 4,500 points)****Minimum requirement to remain eligible in the competition.**All Candidates must complete this section.  |

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| --- | --- | --- | --- |
| **Academic Qualifications** | **Award (e.g. Diploma, Degree, Masters, MBA etc.). Please include QQI Level (www.qqi.ie)** | **Date Awarded** | **Relevant Category(s)****(indicate competency within the Category also)** |
|  |  |  |  |
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| **B1c Mentoring Competencies****Weighting: 5% (Maximum 500 points)****Minimum requirement to remain eligible in the competition**: Candidates must complete this Form for the lot(s) they are applying for. Candidates must tick their competencies under the sub category within each Lot.. Failure to comply with this will invalidate the Candidates application form. Boxes should be left Blank for those sub categories that are not applicable. |

**Q**

**U**

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| **Lot 1 Finance** |
| Basic book keeping |  | Accounting software |  |
| Sources of funding |  | Costing/Pricing structures |  |
| Taxation/VAT |  | Financial Management |  |
| Revenue Services |  | **Other (please state)** |  |

**A**

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| **Lot 2 Business** |
| Idea Generation |  | LEAN for SME's |  |
| Business Planning |  | Product/Service development  |  |
| Business Management |  | Product design |  |
| Business Expansion Processes |  | MFI Application Preparation |  |
| Research & Development |  | Tendering For Business |  |
| Resources Management |  | Franchising |  |
| Commercialisation |  | Intellectual Property |  |
| Supply Chain Management |  | Merchandising |  |
| Quality Management |  | **Other (please state)** |  |

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| **Lot 3 Information Technology, Social Media & Digital Marketing** |
| Social Media For Businesses |  | Digital Planning & Management |  |
| Trading Online |  | Digital Marketing Concepts |  |
| IT Development/APP Development |  | Google Analytics |  |
| Search Engine Optimisation |  | **Other (please state)** |  |

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| **Lot 4 Sales and Marketing** |
| Sales |  | Product design |  |
| Market research/Ideation |  | Branding |  |
| Marketing |  | Market Entry |  |
| Packaging |  | **Other (please state)** |  |

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| **Lot 5 HR** |
| Interviewing & recruitment |  | Communication |  |
| Employment Law |  | Safety & Wellness |  |
| Employee Motivation |  | **Other (please state)** |  |
| Performance Management |  |  |  |

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| **Lot 6 International Trade** |
| Growth strategy |  | Strategic Planning |  |
| Import/Export Potential |  | Managing Risk |  |
| Logistics |  | **Other (please state)** |  |

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| **Lot 7 Brexit** |
| Customs |  | Cashflow & Currency |  |
| Supply Chain |  | Other Controls |  |
| Product Certification |  | **Other (please state)** |  |

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| **Lot 8 Green Business** |
| Environmental Awareness |  | Innovative Sustainability |  |
| Energy conservation |  | Green Procurement |  |
| Green Distribution |  | **Other (please state)** |  |

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| **B1d AVAILABILITY****Weighting: 5% (Maximum 500 points)****Minimum requirement to remain eligible in the competition:** Candidates must complete this section.  |
| The Candidate confirms that: |
| 1. I/We will respond in writing/email within a reasonable period (48 hours) to correspondence from LEO Cavan.
 |  |
| 1. I/We will make initial contact with a client within a reasonable period (72 hours) once allocated by LEO Cavan.
 |  |
| 1. I/We will give email notification of unavailability to LEO Cavan – i.e. holidays, other work commitments etc.
 |  |
| **Optional Voluntary Educational Support** |
| Please indicate your willingness to partake in a voluntary education panel for the LEO Cavan Schools Enterprise Programme i.e. activities include in-schools talks, trade fair, judging competitions/events, or other LEO activities. *Please note: This is for information purposes only and will not form part of the assessment.* | **Yes ❑****No ❑** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Position:** |  |
| **Dated:** |  |

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| **B2 SECTOR SPECIFIC EXPERTISE**Candidates must complete this section. This section will not be scored – for information purposes only |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sector** |  | **Sector** |  |
| Business Services |  | Furniture/Light Consumer Goods Manufacture |  |
| Design & Fashion |  | Loan Management & Review |  |
| Communication, Media & Entertainment Services |  | Manufacturing (Other) |  |
| Craft/Design/Fashion |  | Online Trading / E-commerce |  |
| Consumer Services |  | Packaging Manufacturing |  |
| Digital Sector |  | Pharmaceutical |  |
| Education |  | Property Development/Management |  |
| Electronics |  | Retail / Hospitality |  |
| Engineering |  | Social Media |  |
| Environment & Green Business |  | Software/IT |  |
| Financial Services |  | Tourism |  |
| Food |  | Innovation and product concept design |  |
| **Other (not mentioned above but relevant to Category(s) applied for)** |
|  |  |  |  |
|  |  |  |  |

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| --- |
| **B3 INTEREST IN OTHER ACTIVITIES**Candidates must complete this section. Please tick to indicate interest. This section will not be scored – for information purposes only |

|  |  |
| --- | --- |
| **Activity** |  |
| General business advice clinics / Business Needs Analysis (Refer to Section 5.2.1) |  |
| Other Services (refer to Section 5.2.2) |  |

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**Cavan Local Enterprise Office**

**MENTORING PANEL**

**Candidates Statement**

# APPENDIX 2: Candidates’ Statement

TO: **Cavan County Council**

RE: **Application for inclusion on the LEO Mentoring Panel Framework**

Having examined your **Mentoring Panel Information & Instructions Document,** The Application Form including the Instructions to Candidates, Qualification, Requirements and Specifications, Terms and Conditions of the Services Contract, and where applicable the Request to Tenders (RFT) document, we hereby agree and declare the following:

1. I/We understand the nature and extent of the Services required to be delivered as described in the Application.

2. I/We accept that if we are admitted to the Panel, all of the Terms and Conditions of the Services Contract and the Confidentiality Agreement and agree if awarded any contract to execute the Services Contract.

3. I/We accept all the Qualification Criteria as set out in the Application Form and, if requested by LEO Cavan, shall immediately furnish the required information on request to support our Application.

4. I/We agree to provide LEO Cavan with the Services in accordance with the Application.

5. I/We accept the prices set out in the **Mentoring Panel Information & Instructions Document.**

6. I/We shall, if awarded any contract under the Application, have in place on the Effective Date of the Services Contract all insurances (if any) as required by paragraph 2.2 of the **Mentoring Panel Information & Instructions Document.**

SIGNED Company

(Authorised Signatory)

Print name

Address

Date

#

# APPENDIX 3: Services Contract and Confidentiality Agreement

*It will be a requirement of this tender that the successful tenderer will be required to sign Cavan County Council's Services Contract and Confidentiality Agreement.*

*Candidates will need to sign both in order to be admitted to the Panel.*