

## Local Enterprise Office Cavan

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Request for Tenders

Student Enterprise Awards Programme

2016 - 2017

For Second-level Students and Teachers in Co. Cavan.

## **1) Introduction**

This document is an Invitation to Tender for the role of facilitator to support LEO Cavan in the delivery of the Student Enterprise Awards Programme (SEA) in second level schools within the County. The provision of a quality schools enterprise programme is central to the LEO's enterprise promotional activities.

There are three categories of the Student Enterprise programme: Junior, Intermediate & Senior.

County finals take place in March each year.

## **2) Profile of the Local Enterprise Office**

The Local Enterprise Office Cavan was established in April 2014 as part of a network of 31 Local Enterprise Office teams across the Local Authority network in Ireland. We provide advice, information and support to entrepreneurs, early-stage promoters, start-ups and expanding businesses. An initiative of the Action Plan for Jobs, Local Enterprise Offices (LEOs) act as "First Stop Shops" for anyone seeking information and support on starting or growing a business in Ireland. The Local Enterprise Office implements measures to assist job sustainability and creation through the development of business know-how, efficiency, expertise and business-related infrastructure in the area. The new LEOs will build on the significant achievements of the County and City Enterprise Boards.

## **3) Student Enterprise Awards Background**

The Student Enterprise Awards is the flagship enterprise programme at second level with 22,000 students from all areas of the country involved in 2015/2016 alone. This is a practical programme that offers students the opportunity to take a business from idea stage, through market research to production, selling, record keeping, management and finally writing a comprehensive report on the business. Participation in the Student Enterprise Awards enables students to acquire and develop a wide range of personal and business attributes and skills.

Local Enterprise Offices endeavour to bring the "business experience" developed with the Second Level Support Service (SLSS) of the Department of Education and Science into schools to compliment the academic skills of the teaching profession. A range of resource materials to facilitate and enhance enterprise education have been developed.

Visit the Student Enterprise Awards website [www.studententerprise.ie](http://www.studententerprise.ie) for information on the resource materials available.

## **4) Key Aim of the LEO Student Enterprise Awards Programme**

The purpose of the competition is to give students the experience of setting up and running a real business, thus helping to promote an enterprise culture amongst the entrepreneurs of the future. The programme will provide students with the practical skills of running an enterprise, from ideas generation to sales and marketing and communication skills.

## **5) Key Objectives of the LEO Student Enterprise Awards Programme**

- To promote entrepreneurship among second level schools in Cavan who wish to take part in the SEA Programme;
- To attract and recruit schools and students to the programme and thereby maximise the numbers participating in the programme;
- To provide guidance, support and advice to teachers & students in the area of youth enterprise;
- To engage with the students and teachers by providing talks / classes / tutorials in schools in respect of enterprise development and the SEA;
- To develop good relationships and buy-in with school representatives and other key players in the area of enterprise education in the County.

## **6) Contract Duration**

The work will take place in the period August 2016 – March 2017. Awarding of all elements of contract will be subject to budget available.

## **7) Pricing**

The programme will consist of three elements as follows:

- (i) One Teacher Information Workshop (max. 2 hours) with the aim of introducing the Student Enterprise Awards, outlining the programme, what it entails and what is expected from participating teachers and students. To be held in late August 2016 in Cavan.
- (ii) Four school-based workshops to be held in each participating school (it is anticipated this will be 7 schools) between September and December 2016. Each workshop will typically consist of a double class of approximately 80 minutes. Details of the course outline to be covered in the four workshops is provided below.
- (iii) Organisation and facilitation of the SEA County Final event in March 2017.

Please include pricing for each of the three elements above.

Pricing should be at a per-school cost, inclusive of all expenses including transport etc. Please note travel expenses/mileage will not be paid separately.

The maximum number of schools eligible to participate in the County is 10. It is expected that a minimum of 7 schools will participate. The workshops will be offered to students in all three categories in each school in the county.

Venue prices and refreshments will be covered by LEO for all of the above, with the exception of the in-school workshops where no costs will be incurred.

## **8) Partnerships with other suppliers**

Any partnerships with other suppliers should be specified in the proposal and discussed with the LEO prior to the commencement of the programme. Should you wish to sub-contract any part of the assignment to another supplier, you must first seek our approval and details of the personnel to be used in the delivery of the programme must be submitted to the Local Enterprise Office Cavan.

## 9) Criteria for Evaluation of Tenders

Local Enterprise Office Cavan is seeking to appoint a suitably experienced and qualified facilitator who will be proactive in engaging with teachers and students and encourage their participation in this programme.

In order to tailor a programme to suit the needs of the participants, it is important that the successful facilitator understands students, the Student Enterprise Awards and how the programme operates.

The successful facilitator should be able to demonstrate that they have the necessary subject knowledge required to facilitate the programme and ideally some experience of working with our target group to add value and depth to the learning experience for participants.

A clear methodology should be demonstrated for the delivery of the programme giving the LEO a clear picture of how it will be conducted. Also, a proposed school recruitment process must be outlined to include details of the personnel who will be involved in the recruitment process.

All content within your proposal should be directly related to the purpose of the programme and fit into the overall timescale of the programme i.e. August 2016 to March or April 2017.

It is important to demonstrate how you propose to manage the transfer of learning i.e. to bridge the gap between the learning experience and results, for participants. Please describe the exact tools and techniques that you propose using in order to achieve this.

Wherever possible, the workshops delivered on behalf of the LEO should be innovative and combine various different facilitation techniques in order to sustain the interest of participants and appeal to their various learning styles.

Post-programme evaluation is an integral part of all programmes provided by the LEO. Therefore, any submissions to us for the delivery of a programme should also include information on the type of post-programme evaluation being provided.

The contract will be awarded on the basis of the most economically advantageous tender, in accordance with the award criteria and associated weighting set out below:

- Comprehensiveness and quality of the proposal to meet the requirements of the programme and address the needs of students and teachers (30%)
- Price (30%)
- Qualifications of key personnel to be involved in the project (20%)
- Examples/statements of similar facilitator/co-ordinator roles and in the area of business/enterprise (20%)

The lowest or any tender may not necessarily be accepted and LEO Cavan may decide, following evaluation of tenders, not to proceed or to proceed with a limited number of elements of the programme.

Before the contract is awarded the successful tenderer will be required to produce valid current Professional Indemnity, Employers and Public Liability Insurance.

## **10) Course Outline for the four in-school workshops**

### **Workshop 1 – Idea Generation & Teamwork (September 2016)**

This workshop is designed to introduce the SEA to students, as well as assist them with the generation of useable ideas for their business project. Brainstorming will form the major part of this session. Other topics to be covered include analysis of previous years' entrants, what judges look for (innovation is very important) and use of the Student Enterprise Awards workbook/website material.

Teamwork will also be covered in this session – are you a team player, what makes a good team, roles and responsibilities

### **Workshop 2 – Market Research/Production/Costing & Pricing (October-November 2016)**

Topics to be covered are:

- Organising your Team to cover the different business areas – production, marketing, finance and reporting.
- Market Research – how do you know if there is a market?
- Production – how to get the product made / service provided – explore the options
- Costing – how to cost your product/service

### **Workshop 3 - Selling / Finance (December 2016)**

Topics to be covered are:

- Marketing – now that you have a product how are you going to let people know about it?
- How to win sales – consider options for selling to customers outside the school environment if possible.
- Finance – the importance of setting a budget, managing the books, and preparing accounts. Look at the tools you can use to make sure you have a proper handle of your company's finances.

### **Workshop 4 –Preparing for the County Final**

This workshop should help students preparing for the school's final (if applicable) and for the County Final. Topics to be covered:

- Business Plan – essential to follow the guidelines provided by the Student Enterprise Awards – cover every section especially finances – projections and actual
- Display materials for your stand and organise your group to cover the different business areas, normally production, marketing, finance and reporting. Do your market research to see if the market will want what you intend to provide and set out a plan to organise how and when you will make and sell your product or service.

## **11) Submission of Tenders**

Please ensure your tender submission includes the following:

- Details of the proposed programme delivery;
- Statements/examples of similar facilitator/co-ordinator roles and in a business/enterprise environment;
- Proposed pricing;
- Proof of Tax Compliance i.e. current tax clearance certificate or Revenue Access Code;
- Relevant CVs of all those proposed trainers/personnel delivering the programme.

**Tenders should be returned by post or email to:**

**Post:** Marcella Rudden, Acting Head of Enterprise, Local Enterprise Office Cavan, Cavan Innovation and Technology Centre, Dublin Rd., Cavan, Co. Cavan

**Email:** [marcellarudden@leo.cavancoco.ie](mailto:marcellarudden@leo.cavancoco.ie)

The closing date for receipt of tenders is **Tuesday 5<sup>th</sup> July 2016 at 5pm.**

Any queries in respect of this invitation to tender should be addressed to Marcella Rudden

**Email:** [marcellarudden@leo.cavancoco.ie](mailto:marcellarudden@leo.cavancoco.ie)