

INVITATION TO TENDER FOR Student Enterprise Programme 2018-2019

ON BEHALF OF Local Enterprise Office Louth

Louth County Council Town Hall Crowe St Dundalk Co Louth

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1

1) Introduction

This document is an Invitation to Tender for the role of facilitator to support LEO Louth in the delivery of the Student Enterprise Programme (SEP) 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. In it anticipate that a maximum of 3 projects from the Senior Category, 1 project from the Intermediate Category and 1 project from the Junior Category, per school may enter the County Final which will take place in March 2019.

2) Profile of the Local Enterprise Office

The Local Enterprise Office Louth 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 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 Louth who wish to take part in the SEP 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 SEP
- 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 July 2018 – May 2019 and awarding of individual elements of contract will be subject to budget available.

7) Programme Overview and pricing

The successful candidate will be responsible for the promotion of the SEP programme to all 18 second-level schools in County Louth and they will work to secure maximum participation in the programme.

The programme will consist of the following elements

1. Organisation of maximum 2 (Louth North/Louth South) Teacher's Workshops to be held in the afternoon or evening at the beginning of the academic year with the aim of introducing the Student Enterprise Awards, outlining the programme, what it entails and what is expected from participating teachers and students.
2. Organisation of "Idea Generation Enterprise Workshops" to take place in early/mid-September in each of the participating second-level schools (max number of 18 schools).
3. The provision of a minimum of 3 themed in-school workshops (80 minutes duration) in each of the participating second-level schools (max number of 18 schools). Workshop content will be agreed with the LEO in advance but should include business planning, marketing, pricing, sales and pitching and preparation for the County Final.
4. Organisation of and attendance at the County Final of the SEP in conjunction with the LEO staff.
5. Administration to include:
 - Communication with second level schools and their internal SEP co-ordinators.

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3

- Record keeping on the number of student participating in each school and category, gender ratio involved and final entrants in County Final.
- Preparation, printing and delivery of participation certificates for each participating student (approx. 1200, template to be provided by LEO Louth)
- Provision of a short written report to LEO Louth before payment of each instalment of the agreed contract price and a post programme evaluation report on completion of the programme.
- Provision of promotional and publicity material for local media on SEP and liaise and communicate on behalf of LEO Louth with the SEP National Co-ordinator and SEP Social Media Contractor
- Co-ordination of the LEO Louth entries to the SEP National Finals ensuring students and teachers are aware of deadlines and arrangements, including but not limited to:
 - Provide feedback following County final
 - Assist in stand and interview preparation and ensure deadlines are met
 - Attendance at National finals

Please quote per individual element of the detailed programme above and per workshop in relation to programme elements 1, 2 and 3 above.

Your tender price and proposal should be inclusive of all costs and the prices inclusive and exclusive of vat should be clearly detailed. The tender price should be a fixed sum, to include the costs of all travel and other expenses and overheads to be incurred in the delivery of the contract. No additional costs will be incurred by the sub-contractor without the prior approval of Local Enterprise Office Louth. Please note that venue prices and refreshments will be arranged in agreement with and covered by LEO Louth 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 Louth. For all third party costs Public Sector Procurement Guidelines must be followed ie a minimum of three quotations must be sought and evidence of same provided to LEO Louth.

9) General conditions of engagement

Payments for all goods and services supplied will be made on the submission of appropriate monthly invoices, in accordance with the Prompt Payment of Accounts Act 1997. LEO Louth retains the right to withhold payment, where a sub-contractor has failed to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.

The sub-contractor shall be required to fully comply with the tax clearance procedures for public service contracts and provide tax clearance confirmation.

LEO Louth will provide support to the sub-contractor at all stages in and throughout the delivery of SEP.

The sub-contractor will be required to provide evidence of vetting from National Vetting Bureau.

10) Freedom of Information/Confidentiality

The Local Enterprise Office Louth undertakes to use its best endeavours to hold confidential any information provided by respondents, subject to its obligations under law, including the Freedom of Information Acts, 1997 and 2003.

Respondents who wish that any of the information supplied in their tender should not be disclosed should identify this sensitive information clearly and specify the reason for its sensitivity. The Local Enterprise Office Louth will consult such respondents before making a decision on disclosure of the information concerned on foot of any relevant Freedom of Information request, which may be received.

The Local Enterprise Office Louth also requires that all information made available to the preferred tenderer in the course of this project be treated in strict confidence unless indicated otherwise in particular instances.

All information (pertaining to participants and their business) provided to you or your company for the purposes of the Programme shall remain strictly confidential.

11) Tender Submissions

Please submit a detailed proposal outlining approach, methodology, and capacity to successfully address the required programme activities demonstrating the necessary expertise and experience to undertake and complete the contract.

Please provide the following:

- A clear overview of approach/methodology to promote SEP to gain maximum participation among second level schools (approximately 1,200 students). Please include any proposals which you may have for alternative approaches to implementing the elements outlined in Section 7.
- A clear overview of delivery of SEP in participating schools
- A clear outline of specific experience and skills

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5

- Delivery costs as detailed in section 7, including those for any proposals of alternative approaches to implementing the elements as outlined in Section 7.

12) Evaluation of Tenders

The successful applicant will be determined on the basis of the most economically advantageous tender, following an evaluation process by LEO Louth on the basis of the following criteria. LEO Louth will not be bound to accept the lowest tender.

- Comprehensiveness and quality of the proposal to address the needs of students/teachers (30%)
- How proposal meets with programme objectives (20%)
- Relevant experience of sub-contractor in programme delivery (30%)
- Value for money (20%)

13) Closing date for submission of Tenders

Closing date for receipt of completed tenders is **5pm on Tuesday June 19th 2018**. Tenders received after the closing deadline will not under any circumstances be considered. Tender submissions should be returned to: Niamh Dennehy, Local Enterprise Office Louth, Town Hall, Crowe St, Dundalk, Co Louth by post or by email to tenders@leo.louthcoco.ie. Any queries in respect of this invitation to tender should be addressed to tenders@leo.louthcoco.ie with the reference SEP REQUEST FOR TENDER 2018-2019.