

INVITATION TO TENDER
to Co-ordinate and deliver the
Student Enterprise Programme
2020-21

On behalf of
Local Enterprise Office Louth

Louth County Council, Town Hall, Crowe Street, Dundalk, Co. Louth
Tel: 1890 202 303
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1. Introduction

This document is an Invitation to Tender for the role of Co-ordinator 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. It is anticipated 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 2021.

NB Due to social distancing requirements, it may be necessary to hold some or all of the workshops and the County Final virtually, e.g. via Zoom or Teams or some other online method. Please list a separate price for each of the elements of the programme should this be necessary. In particular, the likelihood of being able to have the Idea Generation Days in September will very much depend on the health guidelines in place at the time. Please outline an alternative proposal for kick-starting the programme in the event of large gatherings of this nature not being possible

2. Profile of the Local Enterprise Office

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.

3. Student Enterprise Background

The Student Enterprise Programme is the flagship enterprise programme at second level with over 22,000 students from all areas of the country participating each year. 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 Programme 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 Programme website www.studententerprise.ie for information on the resource materials available.

4. Key Aim of the LEO Student Enterprise 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

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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 Programme

- To promote entrepreneurship among second level schools in Louth who wish to take part in the SEP 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 during the period August 2020 to May 2021.
- Subject to satisfactory performance and agreement, this contract for delivery of the Student Enterprise Programme may be extended for a period of up to 2 additional years subject to funding.

7. Garda Vetting

The Co-ordinator will be required to provide evidence of vetting from National Vetting Bureau.

8. Co-ordinators responsibilities

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.

Responsibilities include but are not limited to:

Programme promotion and school visits:

- The Co-ordinator will be responsible for the organisation of initial introductory school visits (Louth North/Louth South) max 40 minutes with the aim of outlining the Student Enterprise Programme, what it entails and what is expected from participating teachers and students and the key dates for delivery of the programme.

- The Co-ordinator will collect Student Enterprise Workbooks from LEO Louth office and distribute to each participating school or in the event of the materials being delivered in a digital format co-ordination distribution to the schools.
- Organisation of “Idea Generation Enterprise Workshops” to take place during month of September or early October (to be completed by 18th October 2019) in each of the participating second-level schools (max number of 18 schools). Please note these may all or partially have to be delivered virtually.
- The provision of a maximum of 4 no. (minimum of 3) themed in-school workshops (80 minutes duration) in each of the participating second-level schools (max number of 18 schools). Please note these may have to delivered virtually.
- 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.

Programme Administration:

- Communication with second level schools and their internal SEP co-ordinators
- Co-ordination of completion and tracking of all school registration forms for participation in the programme
- Liaise with schools on dates, times, participant, programme preparation and submissions of student business reports for the County Final.
- Assist and co-ordinate the completion and submission of Business Plans by the School Teams for the County Final Judging Panel
- Co-ordination of completion and tracking of all school application forms for County final
- Ensuring all students have submitted Parental Permission Forms (photographs etc.) prior to the County final and tracking of same
- Record keeping on the number of students 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)

Media Promotion:

- 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.

Preparation for County Final:

LEO Louth will be responsible for the following

Venue – LEO Louth will be responsible for booking the venue, arranging refreshments and food for judges, teachers and students on the day, these costs will be fully paid for by LEO Louth.

Stands - LEO Louth will be responsible for booking the stands for the County final

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Awards - LEO Louth will be responsible for procuring the awards for the County Final

Photography - LEO Louth will be responsible for procuring a photographer for the County Final

Please note the County Final may be virtual and the co-ordinators would be responsible for co-ordinating the compilation of video pitches submitted by the individual schools

The successful Co-ordinator will be required to:

- Liaise with LEO Louth on the organisation of the County Final
- Liaise with LEO Louth on award categories and prizes.
- Organise the facilitation and MC of the event including entertainment of an entrepreneurial nature for students during the day of the County Final
- Arrange and prepare press release for County final and prepare press release.
- The Co-ordinator will be the liaison contact with the Hotel
- In advance of the final the Co-ordinator will agree with the Hotel room layout
- The Co-ordinator will be responsible for the numbering of the stands
- The Co-ordinator will provide stand layout plans for participating teams at the venue
- The Co-ordinator will liaise with each student mini-company before County Final with regard to special requirements i.e. electrical sockets, lighting etc. and relay any requirements to Hotel.
- The Co-ordinator will relay any student's special food requirements to the Hotel in advance of the County Final.

Procurement -

The Co-ordinator will procure in line with National Procurement Guidelines for

- MC/ Co-ordinator for the day

Judging for County Final:

The Co-ordinator will be responsible for co-ordination preparation of and circulation of all Business Plans to Judges for Student Enterprise County Final by the 7th February 2020 (previous programmes have found that hardcopies are the preferred method for judges)

- Organisation of and attendance at the County Final of the SEP in conjunction with the LEO staff
- Organise the Senior category judging panel
- Preparation of scoring sheets for the judges for projects and compilation of results

Preparation for National Final:

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:

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- Assist in stand and interview preparation and ensure deadlines are met. Should this be a virtual final LEO Louth will source a company to video the three finalists however the co-ordination of these videos will be the responsibility of the Co-ordinator.
- Co-ordinate and the submission of business reports of the successful schools for the National Final
- Attendance at National finals to support the school teams
- Organisation of and attendance at the National Final of the SEP in conjunction with the LEO staff

Programme reporting:

- Provision of a short-written report to LEO Louth before payment of each instalment of the agreed contract price
- Co-ordinate completion of evaluation forms by Teachers and Students
- Provide feedback following County final
- Post programme evaluation report on completion of the programme

9. 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.

10. 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 Co-ordinator has failed to meet his/her contractual obligations in relation to the delivery of services to an acceptable level of quality.
- The Co-ordinator shall be required to fully comply with the tax clearance procedures for public service contracts and provide tax clearance confirmation.
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- The Co-ordinator will be responsible for providing a copy of their company Child Protection Policy and this will be required to meet obligations of the LCC Childcare Policy.
- LEO Louth will provide support to the Co-ordinator at all stages in and throughout the delivery of SEP.

11. 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 Act 2014.

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.

Compliance with GDPR

The EU General Data Protection Regulation 2016/679 (**GDPR**) applies from 25th May 2018.

As you know, the GDPR applies to controllers (including Local Authorities and thus Local Enterprise Offices) and processors (including third parties providing services to us, to the extent that such third parties process personal data as part of such services).

The LEO Louth provides a range of financial and other supports to its client companies ("Clients") and to certain other persons.

The GDPR requires, among other things, that contracts between controllers and their processors stipulate certain terms. To the extent that we act as a controller and you act as a processor, and the provision of your services requires you to process personal data relating to our Clients' employees or officers and/or relating to our employees or officers and/or relating to other persons, at our request or under our instructions, our data processing arrangement should stipulate such terms.

This section details the relevant contractual terms required of processors by Article 28 of the GDPR.

In this section, the terms "personal data", "processor", "controller", "data subject", "supervisory authority", "personal data breach" and "processing" have the meaning given to those terms in the GDPR. "Sub-processors" means other processors that are used by you to process personal data.

The subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data, the categories of data subjects and our obligations and rights as data controller

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are as provided in our existing agreements and/or further to written or oral instructions that you receive from us.

In processing personal data that we provide to you, you warrant and represent that you are, and shall be for so long as you process any such data, fully compliant with the GDPR and any national implementing legislation (“Data Protection Law”) and you agree:

- To only process the personal data on our documented instructions, unless you are required to do so by EU or Irish law. You shall inform us of that legal obligation before processing, unless that law prohibits such information on important grounds of public interest.
- Not to transfer the personal data to a recipient outside the EEA, without our prior written consent, unless the transfer is subject to the terms of a contract incorporating the standard contractual clauses in the form adopted by the European Commission; the recipient is in a country the subject of an adequacy decision by the European Commission; or the transfer is to the US to an entity that is a certified member of the EU-US Privacy Shield scheme.
- To impose a duty of confidentiality on any staff and subcontractors, where applicable, with access to the personal data.
- To implement technical and organisational security measures appropriate to the risks of processing the personal data, including pseudonymisation and encryption of personal data; the ability to ensure the ongoing confidentiality, integrity, availability and resilience of processing systems and services; the ability to restore the availability and access to personal data in a timely manner in the event of a physical or technical incident, and a process for regularly testing, assessing and evaluating the effectiveness of security measures.
- Not to engage another processor without our prior specific or general written authorisation. In the case of general written authorisation, you shall inform us of any intended changes concerning the addition or replacement of other processors, thereby giving us the opportunity to object to such changes.
- To require any sub-processor that you engage to process the personal data on our behalf, to adhere to the same obligations that you undertake in this letter, to ensure such processing meets the requirements of the Data Protection Law, and you will remain fully liable for any breach by a sub-processor of its obligations in relation to the processing of the personal data.
- Insofar as possible, and taking into account the nature of the processing, assist us by appropriate technical and organisational measures to fulfill our obligation to respond to individuals' requests to exercise their rights to transparent information, access, rectification, erasure, restriction of processing, objection and portability under Data Protection Law.
- Taking into account the nature of the processing and the information available to you, assist us in ensuring compliance with our obligations under Data Protection Law in regard to data security; data breach notification to the supervisory authority and to individuals; carrying out Data Protection Impact Assessments and related consultations with supervisory authorities.

- At our request, delete or return all the personal data to us after the end of the provision of your services, and delete existing copies unless EU or Member State law requires storage of that personal data.
- Make available to us all information necessary to demonstrate compliance with the obligations laid down in Article 28 of the GDPR, and allow for and contribute to audits, including inspections, conducted by us or another auditor mandated by us.
- Immediately inform us if, in your opinion, an instruction of ours infringes the GDPR or other EU or Irish data protection provisions.

12. Tender price

Please note that venue prices and refreshments will be arranged in agreement with and paid by LEO Louth for all of the above **(with the exception of the in-school workshops where no costs will be incurred)**.

- a) All costs must be quoted as a fixed price in Euro (*both exclusive and inclusive of VAT*) to include the costs of all travel and other expenses and overheads to be incurred in the delivery of the contract.
- b) Costs quoted must include, for comparison purposes, all envisioned costs and service charges. To ensure best practice in procurement at least 3 competitive quotations in writing shall be sought.
- c) Payment for all third party costs must be agreed in advance and can only be paid on foot of appropriate invoices. Detailed invoicing arrangements will be agreed with the successful supplier at the time of the award of contract.
LEO Louth is committed to meeting its obligations under the 30 day Prompt Payment Rule.
- d) Before a contract is awarded the successful Contractor(s) (and agent, where appropriate) will be required to promptly produce a valid, current Tax Clearance Certificate Number. In addition, Contractors must retain records of tax reference numbers for any subcontractors where payment exceeds €6,350 (incl. VAT).
- e) No additional costs will be incurred by the Co-ordinator without the prior approval of Local Enterprise Office Louth.

All payments under the contract will be conditional on the Contractor(s) being in possession of a valid, current tax certificate number at all times.

13. 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.

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- A clear overview of delivery of SEP in participating schools
- A clear outline of specific experience and skills
- Delivery costs as detailed in section 8, including those for any proposals of alternative approaches to implementing the elements as outlined in Section 8.

14. 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 Co-ordinator in programme delivery (30%)
- Value for money (20%)

15. Closing date for submission of Tenders

Closing date for receipt of completed tenders is **4.00pm on Thursday August 6th 2020**

Tenders received after the closing deadline will not under any circumstances be considered.

Tender submissions should be returned to:

**By Post: Sarah Mallon, Local Enterprise Office Louth,
Town Hall, Crowe Street,
Dundalk, Co. Louth.**

or

By email: 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 2020-2021**

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