

A Chara,

Local Enterprise Office (LEO) Mayo would like to invite you to submit a proposal and fee quotation(s) for the delivery, either online / onsite or both, of the following Student Enterprise Programme 2021/2022.

The Student Enterprise Programme (hereafter referred to as SEP) is a national enterprise education programme for secondary school students aimed at fostering an entrepreneurial spirit, through the practical experience of setting up and running a mini-business.

This document is an Invitation to Tender, to deliver the Student Enterprise Programme (SEP) for Local Enterprise Office Mayo amongst the second level schools within County Mayo.

Three different age categories comprise of the Student Enterprise Programme; Junior, Intermediate & Senior which the successful tenderer will be required to deliver certain aspects of the competition under the direction of a SEP Co-ordinator at all levels.

Student Enterprise Programme Overview:

In seeking to develop a thriving enterprise culture, it is critical that young people from all backgrounds see enterprise as a viable career choice. Entrepreneurial qualities and mindset need to be fostered from an early stage.

The Student Enterprise Programme is the flagship enterprise programme at second level with upwards of 22,000 students from all areas of the country involved 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.

The key aims of the Student Enterprise Programme are as follows:

- To promote high quality enterprise education programme among a maximum number of second level students throughout the county.
- To promote entrepreneurship among second level schools in Mayo who wish to take part in the Student Enterprise 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 and students in the area of youth enterprise.
- To engage with the students and teachers by providing talks/classes tutorials in schools and/or via online format 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.

LEO Mayo is seeking to establish a panel of Mentors who can deliver on the aforementioned objectives at a local level in County Mayo.

Specification:

The role of the Mentor is to deliver the workshops element and work under the guidance of the SEP co-ordinator to deliver all aspects of the Student Enterprise Programme. This spans from data gathering in early September to the delivery of a series of 3 or 4 double class workshops onsite or online, commencing in September.

Garda Vetting – Please note garda vetting will be required if not already obtained by Mayo County Council on behalf of Local Enterprise Office Mayo.

OPTION A: What the Mentor role involves for onsite delivery of the SEP 2021/22:

1. *Programme delivery of the SEP in all participating schools, which includes the following:*
 - Each class will require the correct number of student workbooks and teacher manuals (provided by LEO Mayo) – these are to be distributed by Mentors in early September at the first workshop which will be delivered by same.
 - A business plan template and poster template will be provided by the SEP Co-ordinator to all schools. Mentors must ensure that business ideas must have a contingency COVID plan incorporated from the outset i.e. the idea should be able to be completed and if possible sold online and worked on at home if students have to work from home in the event of another lockdown.
 - Delivery of the onsite workshop delivery element of the programme. Workshop delivery element of the programme to include:
 - The delivery of certain elements of an Idea Generation workshop online under the guidance of the SEP Co-ordinator
 - The delivery of four additional business development workshops onsite
 - To include preparation support to student/schools for the onsite County Final and National Finals
 - To include preparation and management support of submissions for the main competition and for the two optional competitions to the main programme namely ‘Creative Idea Video Pitch’ and ‘My Entrepreneurial Journey’.
 - Provision of ongoing email support to students for the duration of the programme.
 - Liaise with the SEP Co-ordinator on a weekly basis to monitor progress of teams/schools and any associated issues arising.
 - Focus on the County Final from the Start: It is advisable to try and narrow down the teams earlier on in the competition, to allow more focussed work with those serious about attending the county final. Groups of 100+ sessions are not feasible at onsite workshops.
 - Remind and encourage teachers for submission of required information for the February deadline for three copies of each mini-company report/poster and Powerpoint presentation to be sent to the co-ordinator for categorising and forwarding to judges.

OPTION B: What the Mentor role involves for online delivery of the SEP 2021/22:

1. *Programme delivery of the SEP in all participating schools, which includes the following:*
 - Each class will require the correct number of student workbooks and teacher manuals (provided by LEO Mayo) – these are to be distributed by Mentors in early September at the first workshop which will be delivered by same.

- A business plan template and poster template will be provided by the SEP Co-ordinator to all schools. Mentors must ensure that business ideas must have a contingency COVID plan incorporated from the outset i.e. the idea should be able to be completed and if possible sold online and worked on at home if students have to work from home in the event of another lockdown.
- Delivery of the online workshop delivery element of the programme. Workshop delivery element of the programme to include:
 - The delivery of certain elements of an Idea Generation workshop online under the guidance of the SEP Co-ordinator
 - The delivery of five additional business development workshops online
 - To include preparation and management support to student/schools for the online County Final and National Finals
 - To include preparation and management support of submissions for the main competition and for the two optional competitions to the main programme namely 'Creative Idea Video Pitch' and 'My Entrepreneurial Journey'.
- Provision of ongoing email support to students for the duration of the programme.
- Liaise with SEP Co-ordinator on a weekly basis to monitor progress of teams/schools and any associated issues arising.
- Focus on the County Final from the Start: It is advisable to try and narrow down the teams earlier on in the competition, to allow more focussed work with those serious about attending the county final. Groups of 100+ sessions are not feasible at online workshops.
- Remind and encourage teachers for submission of required information for the February deadline for three copies of each mini-company report/poster and Powerpoint presentation to be sent to the co-ordinator for categorising and forwarding to judges.

Contract Duration:

The contract will be for a period of one year, commencing in August 2021.

LEO Mayo reserves the right at its sole discretion to extend the contract, subject to satisfactory performance, budget availability and ongoing business needs for a period or periods of up to 12 months with a maximum of two (2) such extensions permitted.

Suggested Approximate SEP Calendar & Approach

Early August – Promotional & recruitment campaign amongst all schools in County Mayo, with follow up phone calls and meetings by SEP Co-ordinator. The objective is to maximise the numbers of schools and students participating in the campaign and provide them with support. Liaise with the SEP Co-ordinator on a weekly basis to monitor progress of teams/schools registrations and any associated issues arising.

September – Delivery of the 2nd school workshop to participant schools. Schools complete school entry forms, schools prepare for market days etc.

October – December – Ongoing contact with schools to advise on various aspects of the programme and ongoing delivery of schools workshop/mentoring sessions to participant schools.

January – March - Delivery of a more intensive session with only those who are serious about progressing to the county final. A requirement possibly of shortlisting entries per category, per school in advance of the county final.

Final work on business reports and posters to judges for county finals, assist on business reports and posters with county winners to cover team interview and display stand/Powerpoint Presentations. Finalists come together to make a pitch at the onsite or online county final, the winners of which must be supported to the online national final.

March – May – Additional work for the delivery of onsite/online visits with county final winners to prepare for the online national final.

We anticipate and aim for participation levels of circa 21 schools for the 2021/2022 year. When preparing your tender submission, please provide a detailed breakdown of programme delivery and costings for both onsite and online delivery options.

As previously stated, we anticipate that there will be participation levels of circa 21 schools. LEO Mayo cannot guarantee what the uptake will be in 2021 so if the participating rates increases or decreases greatly, then LEO Mayo reserves the right to renegotiate the rate on a pro rata basis.

The proposal must be accompanied by:

1. CV outlining relevant qualifications, background & experience
2. Evidence of your current professional indemnity and public liability insurance policies
3. Reference number to access a current Tax Clearance Certificate

All submissions will be evaluated and ranked in accordance with the following criteria;

- (a) Programme Delivery - Comprehensiveness and quality of the programme delivery to address the needs and requirements of the students/teachers. Clearly demonstrate and outline on how you will deliver the programme for both onsite and online delivery options (70%)
- (b) Cost of Programme - Overall cost for the delivery of the Student Enterprise Programme in County Mayo including a breakdown for both onsite and online delivery options (30%)

Please submit a digital version of your proposal, along with the required supplementary information to leoprocurement@mayococo.ie Hard copies should be posted to Local Enterprise Office Mayo, Mayo House, Moneen Road, Castlebar, County Mayo F23 no later than **4.00 p.m. on Monday 26th July 2021**. Proposals received after that date or incomplete proposals will not be considered.

If you have any queries about the process, please do not hesitate to contact the office on 094 906 4299.

Yours sincerely,

Elaine Moyles
A/Head of Enterprise

FREEDOM OF INFORMATION/CONFIDENTIALITY

Local Enterprise Office Mayo 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. Local Enterprise Office Mayo 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.

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

Data Protection:

The Local Enterprise Office is committed to protecting and respecting your privacy. Our Data Protection Notice tells you about your privacy rights and sets out how we, as a Controller, collect, use, process and disclose your personal data relating to your interactions with us. Please refer to <https://www.localenterprise.ie/Mayo/Legal/> for copies of our privacy notices.