

Economic Programmes

Enterprise Training Programme 2019-2022

Invitation to Tender for Inclusion in a Panel of Tutors for Delivery of Finance Training

1. Background

1.1 PAUL Partnership

PAUL Partnership is a local, area-based, multi-sectoral partnership company, based in Limerick City. It was initially established in 1989 as a local response to long-term unemployment. Since then, it has expanded its remit to address the wider issue of social exclusion. The Partnership's overall aim is to promote social inclusion through a combination of working in partnership with organisations and service providers, delivering services, and contributing to policy development.

1.2 Social Inclusion and Community Activation Programme (SICAP)

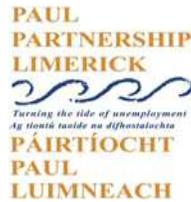
PAUL Partnership's core Programme – Social Inclusion and Community Activation Programme (SICAP) – aims to promote social inclusion and equality. It specifically target groups which are at higher risk of social exclusion, namely:

- Disadvantaged Children and Families
- Disadvantaged Women
- Disadvantaged Young People
- Lone Parents
- Low Income Workers/Households
- New Communities - including refugees/asylum seekers
- People living in Disadvantaged Communities
- People with Disabilities
- Roma
- The Unemployed
- Travellers

PAUL Partnership delivers SICAP in collaboration with 9 community-based organisations.



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1.3 Partner Organisations

PAUL Partnership works with Limerick Local Enterprise Office in the planning and delivery of the training. There is a strong ethos of collaboration to ensure maximum impact for enterprise training delivered in Limerick City. The Department of Employment Affairs & Social Protection are also a key partner in the support of business start-up through the Back to Work Enterprise Allowance.

2. Delivery of Training

2.1 Enterprise Training Programme

PAUL Partnership plan to deliver a range of enterprise-related training to support current and future clients in their business start-up as part of the service delivery through SICAP. This training is designed and delivered to meet the needs of our target group and is aimed to accommodate individuals who are coming from a situation of either short-term or long-term unemployment into self-employment. The majority of the client group participating in the training will also be working with PAUL Partnership in preparing a plan for their business start-up and application for the Back to Work Enterprise Allowance administered by the Department of Employment Affairs & Social Protection. It is intended to form a panel of tutors that will be in existence for the duration of SICAP programme Jan 2019 to Dec 2022. Tutors will be contracted on an annual basis depending on demand from clients and budget available.

PAUL Partnership is currently seeking tenders from suitably qualified persons/organisations to be included in a panel of tutors to deliver a range of enterprise related training. Trainers can tender to deliver one or more of the courses listed. Course outlines, timeframe, number of expected participants and schedule of delivery for each of these training programmes are attached.

The Training Courses are:

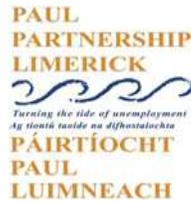
- Bookkeeping Basics for Small Business Start ups
- Costing & Pricing Methods for Small Business



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It is expected that at the end of each programme, participants should have:

- A greater understanding of the topic covered
- Insight into how the training can be applied in their business start up
- Up-to-date knowledge of supports available
- Accreditation where possible

3. Submission of Tenders

Tenders should include the following:

- An overview of the training content, materials and methodology
- A breakdown of all costs associated with the delivery of the training
- Profile of tutors involved in the delivery of the training including their relevant qualifications
- Outline experience in dealing with target audience
- Outline of any possible accreditation
- Details on tax clearance and relevant insurances

3.1 Budget

The Proposal should include clear breakdown of costs including VAT (where applicable) for the delivery of each of the courses listed. PAUL Partnership will be responsible for the promotion of the programme, recruitment of participants and the venue hire so these costs will not be considered in the proposal.

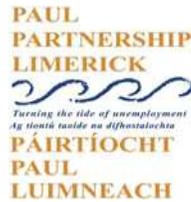
Costs incurred in the preparation of tenders are not considered eligible costs.



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3.2 Assessment Criteria

Proposals received will be scored according to the following criteria:

- Consistency with Terms of Reference
- Understanding of the requirements/brief
- Understanding of the needs of the target group
- Relevant experience qualifications, and expertise of the organisation/personnel tendering
- Proposed methodology and resources
- Possibility of accreditation
- Value for money
- Ability to meet the time scales

PAUL Partnership reserves the right to invite potential tenderers to interview following short-listing in the event of several submissions being of comparable merit. This will be arranged according to mutual convenience.

Certain training courses may be awarded to more than one successful trainer.

FREEDOM OF INFORMATION/CONFIDENTIALITY

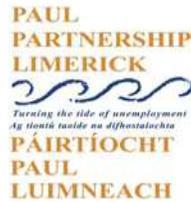
PAUL Partnership undertakes to use its best endeavours to hold confidential any information provided by respondents, subject to its obligations under law, including the Freedom of Information Acts, 1997 and 2003.

Respondents wishing 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. PAUL Partnership 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.

PAUL Partnership 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.



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CONTRACT PROVISIONS

PAUL Partnership reserves the right to negotiate with the Preferred Contractor, provisions and specifications in addition to and/or different from those stipulated in this invitation to tender and any other Tender documentation. The Preferred Contractor will be expected to execute a contract with PAUL Partnership. The contract between PAUL Partnership and the Preferred Contractor may include the following:

- This Invitation to tender;
- The Preferred Contractor's Tender;
- Any mutually negotiated terms and conditions

Tenders should be submitted by hard copy or by email, no later than 12noon on **Monday 17th December 2018**, to:

Elaine Mac Grath

Coordinator Economic Programmes,

PAUL Partnership,

Unit 25a Tait Business Centre,

Dominic Street, Limerick

Email: emacgrath@paulpartnership.ie

Any queries in relation to the tender should be directed to Jane O'Mahony 061 419388 jomahony@paulpartnership.ie

It is the responsibility of respondents to ensure the tender document is received on time. Under no circumstances can PAUL Partnership consider tenders that are received late. Tenders received after the above deadline will be returned unopened.



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