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| **Request for Quotation** |
| **ETBI Directors of Further Education and Training Forum: Sectoral position on the ‘FET College of the Future’ concept**  **Fiona Maloney**  **ETBI Director of Further Education and Training Support Services**  **Education and Training Boards Ireland**  **Piper’s Hill**  **Naas**  **Co Kildare W91 K729** |

# SECTION 1: Key information

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| F:\ICONS GMRFx\Icons_Location.png | * 1. **Context**   Purpose of the Position Paper:   * Working with the Strategy and Policy strategic group of the Directors of Further Education and Training Forum on defining the sectoral position on the concept of ‘FET College of the Future’. * Outline the current position of the Further Education and sector providing a backdrop for the development of the FET college of the Future. * Identify enablers, challenges and key transformation areas that will need to be addressed in order to facilitate the development. * Provide high-level recommendations in the key areas of transformation and produce a roadmap for the sector to progress.   Concept of the ‘FET college of the Future’ was introduced in the FET strategy 2020-2024.  *‘Key successful development in relation to skills, pathways and inclusion will be the evolution of FET facilities and provision into a distinct integrated college of FET that can serve as a beacon of community-based learning excellence which can start to change the hearts and minds of Irish society with regard to School leaving and lifelong education options. From the consultation and analysis undertaken, the FET college of the future should have the following characteristics.’*  Each ETB has its own unique characteristics where structure, facilities, provision and services differ, however the sectoral approach to the concept should be achieved proposing high-level recommendations which can be applied to all ETBs providing for any variations in the service provision. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Calandar.png | * 1. **Our timeline**  1. Here is our timeline for this RFQ.  |  |  | | --- | --- | | **Deadline for Quotes:** | **Sunday, 17 January 2021, 5.00pm** | | **Anticipated Contract start date:** | **Immediate start following the award of the contract** |   All dates and times stated are local time. |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Contact book.png | * 1. **How to contact us**  1. All enquiries must be directed to our ETB’s nominated Point of Contact. We will manage all external communications through this Point of Contact only. 2. **Our Point of Contact**   **Name:** Fiona Maloney  **Email address:** [rfq@etbi.ie](mailto:rfq@etbi.ie) |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Pencil.png | * 1. **Developing and submitting your Quote**  1. You must use the Response Form provided further below 2. You may only include product brochures and appendices that are relevant to your response |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Home.png | * 1. **Manner for submitting your Quote**  1. Quotes must only be submitted by email/electronically to the following address:   [rfq@etbi.ie](mailto:rfq@etbi.ie)  Quotes sent by post or fax, or hard copy delivered to our ETB, **will not be accepted.** |
| F:\ICONS GMRFx\ICONS dark grey\Icons_Key.png | * 1. **Our RFQ Process, Terms and Conditions**   In submitting a quote, the supplier/service provider agrees to the following:  **Offer Validity Period**   1. that their quote will remain open for acceptance by the ETB for three (3) calendar months from the Deadline for Quotes.   **Compliance**   1. The Services will be provided in compliance with:    1. all local security and health and safety arrangements as notified to ETBI by the Contracting Authority;    2. good industry practice;    3. all applicable laws, including, but not limited to, human rights laws and best practice guidelines, Irish and European employment legislation, data protection legislation and relevant taxation laws;   **Status of Parties**   1. The Service Provider is deemed to be the Contractor under any Agreement arising out of this RFQ and on appointment, shall assume full responsibility for the discharge of all obligations under such Agreement and all the duties, responsibilities and obligations associated with the position of Contractor; 2. The Contractor shall be an independent contractor and not the employee of the Contracting Authority (hereinafter, together known as ‘the Parties’).   **Provision of Services**   1. The Contractor undertakes to act with due care, skill and diligence in the provision of the Services and generally in the carrying out of its obligations under any Agreement arising out of this RFQ and in the appointment, monitoring and retention of its agents and subcontractors.   **Indemnity**   1. The Contractor shall be liable for and shall indemnify the Contracting Authority for and in respect of all and any losses, claims, demands, damages or expenses which the Contracting Authority may suffer due to and arising directly as a result of the negligence, act or omission, breach of contract, breach of duty, insolvency, recklessness, bad faith, wilful default or fraud of the Contractor, its employees, subcontractors or agents or any of them or as a result of the Contractor’s failure to exercise skill, care and diligence as is outlined herein. The terms of this clause shall survive termination for any reason of any Agreement entered into by the Parties.   **Confidentiality**   1. All information to which the Contractor shall be privy is to be held confidentially, and the Contractor shall not disclose same to any third party except:    1. as may be required by law; or    2. as may be necessary to give effect to provision of the Services;   **Non-binding nature of request**   1. ETBI reserves the right not to award any contract under this RFQ   **Intellectual property and copyright**   1. All work and information complied by the Contractor under any Agreement arising out of this RFQ shall be the intellectual property of ETBI, who shall retain the copyright thereof. Therefore, no reproduction of any work or information compiled under such Agreement, in any manner or format, may occur without the express written permission of ETBI.   **Termination**   1. Any agreement which may be entered into between the Parties on foot of this RFQ, may be terminated by the Contracting Authority, without liability for compensation or damages, by serving 14 days written notice to the Contractor. |

# SECTION 2: Our Requirements

* 1. **What we require**

**Actions to be addressed by the Consultant:**

* Consult with the Strategy and Policy liaison representatives on identifying the sectoral position and drafting the position paper.
* Clearly describe the proposed methodology to be used for the development of the paper.
* Complete desk analysis of existing documents, policies and reports relating to the sector.

**The position paper should at a minimum incorporate the following information with regard to the ‘FET College of the Future’ concept:**

* Profile of the current ETB Further Education and Training provision providing a background and service provision overview.
* Main enablers which will support the transformation of the FET provision and how to maximise their positive influence.
* Key challenges that must be addressed in order to progress and high-level recommendations for addressing these challenges.
* Proposed structure for the FET College of the Future.
* Examples of proposed models and approaches.
* The value achieved through the restructuring of the provision and linkages to the FET Strategy 2020-2024.

**The review should incorporate a high-level appraisal of the structure of ETB FET provision and make recommendation as appropriate for the advancement of the project**

* The existing governance structure
* Current Management & Staffing structures
* Capital Infrastructure
* Funding and grant structures

# SECTION 3: Our Evaluation Approach

* 1. **Evaluation Model (Choose from one of the following options)**

These will then be assessed objectively against the stated award criteria.

The tender submitted should demonstrate an awareness of the complexities involved in undertaking a development of the position paper withing the ETB Further Education and Training sector in their entirety and in the context of the wider Further Education and Training Sector provision.

The tender submission should in that context:

* Define the scope of the position paper.
* Outline the relevant experience and knowledge of the ETB FET sector.
* Clearly describe the proposed methodology to be used for the development of the paper.
* Describe what assistance would be required from ETBI, DFET Strategy and Policy Liaison members in drafting of the position paper.
* Clear breakdown of the costs associated with the compilation of a position paper to be provided.

**Subject to these pre-conditions:**

This section is **applicable**

Each quotation/proposal must meet all these pre-conditions.

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| **Pre-conditions/Minimum Requirements** |
| Final Report will be delivered by 28-02-2021 |

Invitation to quote issued with criteria for selection and indicative number of days (7)

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| **Evaluation Model** | |
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| **Experience relating to relevant public service projects** | **40%** |
| **Capacity to deliver project as requested** | **30%** |
| **Cost** | **30%** |

# SECTION 4: Pricing Information

* 1. **Pricing information to be provided by suppliers/service providers**

In submitting the price, the supplier/service provider must meet the following:

1. Suppliers/Service Providers are to use the pricing schedule template provided below.
2. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the requirements over the whole of the life of the contract. It must also clearly state the total contract price exclusive of VAT.
3. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
4. In preparing their quote, suppliers/service providers are to consider all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in the quote and pricing information to manage such risks and contingencies.
5. Suppliers/Service Providers are to document in their quote all assumptions and qualifications made about the delivery of the requirements, including in the financial pricing information. Any assumption that the ETB or a third party will incur cost related to the delivery of the requirements must be stated, and the cost estimated, if possible.
6. Prices should be tendered in Euro (€) Ex-VAT. Unless otherwise agreed, the ETB will arrange contractual payments in Euro (€).

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| **Request for Quotation**  Supplier/Service Provider Response |
| **[insert supplier name]** |

**Supplier/Service Provider Details**

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| Name: | [insert supplier name] |
| VAT Number | Click here to enter text. |
| Postal Address: | Click here to enter text. |
| Contact Person or Persons: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Email: | Click here to enter text. |
| Internet address (web address) (if applicable) | Click here to enter text. |

**Confirmations**

I submit the following quote in response to your RFQ. I confirm that **[insert supplier name] i**s able to deliver the requirements as follows:

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| * To the required standard | **☐** |
| * By the delivery date | **☐** |
| * In the quantity requested | **☐** |
| * To the/at the location requested | **☐** |
| * Validity Period | **☐** |
| * T’s & C’s accepted | **☐** |

**How We Meet Your Needs**

I believe that my quotation proposal meets or exceeds the award criteria, as follows:

Click here to enter text.

In submitting this quote, we have made the following assumptions:

Click here to enter text.

**Pricing**

Our **total price** for delivery of the requirements is **€Click here to enter text.** exclusive of VAT

A breakdown of the price is as follows;

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| Click here to enter text. |

**Authorisations & Sign Off**

I have been authorised to submit this quote on behalf of **[insert supplier name]**

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| --- | --- |
| **Signature:** |  |
| **Full name:** | Click here to enter text. |
| **Title/Position:** | Click here to enter text. |
| **Date:** | Click here to enter a date. |