



Request for Proposal

For

Geo-Driller Apprenticeship Programme Coordination Services

19th February 2021

1 Introduction

The purpose of this request for proposal is to seek submissions for the provision of Programme Coordination Services to support the delivery of the Geo-Driller Apprenticeship programme for the period from 14 March 2021 to 24 September 2021.

The Institute of Technology Carlow is acting as the Co-ordinating Provider for this proposed apprenticeship programme and will provide off-the-job learning for the programme. An industry led consortium has formed a Steering Committee (drawn from the drilling industry, procurers of drilling services, trade unions and relevant state agencies) to oversee the delivery of the apprenticeship programme. The Programme Coordinator will act on behalf of the Coordinating Provider and the Steering Committee in fulfilling the scope of services as outlined in Section 2 below.

2 Description of Role

The Programme Coordination scope of services will include the following:

- a) Provide logistical Support to the Programme Steering Committee – organising meeting venues, arranging refreshments etc.
- b) Prepare detailed Steering Committee meeting minutes recording Steering Committee Decisions.
- c) Respond to administrative requests for information from the Apprenticeship Council/SOLAS.
- d) Liaise with the Apprenticeship Council, SOLAS and other relevant stakeholders as necessary in relation to the Geo-Drilling Apprenticeship programme.
- e) Coordinate the approval of employer registrations with the Education and Training Boards' 'Authorised Officers'.
- f) Recruit prospective Apprentice Employers and ensure that employers comply with the statutory obligations imposed by the Industrial Training Act, 1967 (as amended), and any Apprenticeship Rules (which may apply in relation to the relevant Apprenticeship Programme from time to time).
- g) Contribute to the development of advice and assistance to employers in relation to employer obligations under the Apprenticeship Programme.
- h) Support the recruitment of prospective apprentices and raise course awareness with second level education institutions.
- i) Ensure that potential apprentices, the public and employers have accurate information on the programmes and on the occupation.
- j) Support the Coordinating Provider in developing programme marketing initiatives.

3 Coordinator Attributes

- a) Knowledge and/or experience of the geo-drilling industry in Ireland.
- b) Proven ability to coordinate and communicate within the industry and education sectors.
- c) Knowledge and proficiency in the application of Quality and Qualifications Ireland (QQI) guidance documents in the development of the apprenticeship curriculum. The relevant guidance is set out below;
 - Professional Award-Type Descriptors;
 - Policies and Criteria for the Validation of Programmes of Education and Training;
 - Topic-Specific Quality Assurance Guidelines for Providers of Statutory Apprenticeship Programmes; and
 - Core Statutory Quality Assurance (QA) Guidelines.
- d) Proven ability to deliver to tight deadlines

4 Envisaged Duration, Attendances and Reporting

4.1 Contract Duration

From 14 March 2021 to 24 September 2021 inclusive.

4.2 Work location

The proposed scope of services will be fulfilled remotely with regular attendance, as necessary, at the Institute of Technology Carlow and at the Geological Survey Ireland offices in Beggars Bush, Haddington Road, Dublin.

4.3 Reporting

In carrying out the above services the Programme Coordinator will liaise with the Chair of the Steering Committee and the Head of Faculty of Engineering at the Institute of Technology Carlow.

5 Instructions to Tenderers

- a) Completed and sealed submissions should be clearly marked “**Proposal for the Provision of Geo-Driller Apprenticeship Programme Coordination Services**” and must be returned by post or email and not later than 07 March 2021 at 12 midday to:

Bernie Tallon
Procurements Officer
Institute of Technology Carlow,
Kilkenny Road
Carlow.

Email: bernie.tallon@itcarlow.ie

- b) Fee proposal to be inclusive of any necessary travelling expenses.
- c) Late submissions will not be accepted.

6 Award Criteria

The most economically advantageous proposal will be selected applying the following award criteria:

Weightings	Evaluation Criteria
40%	Evidence of capacity and capability of the proposer(s) to meet the deliverables as detailed above.
20%	Relevant experience of the proposer(s) within the Geo-drilling, Higher Education sector and related sectors.
40%	Cost of the proposed services.

7 Fee Proposal and Fee Payment Schedule

- a) Tenderers to provide a fee proposal, including a breakdown of hours allocated against the defined Scope of Services identified in Section 2 above, for the period from 14 March 2021 to 24 September 2021 inclusive.
- b) Invoices for professional services provided will be submitted for payment on a monthly basis. Invoices shall include a breakdown of hours expended and matched against the contracted Scope of Services, as identified in Section 2 above.
- c) A monthly report will be provided with each invoice outlining activities completed in the month, matched against the defined Scope of Services.

8 Information to be submitted with proposal:

- Company profile, personnel profile and any other relevant information
- A current Tax Clearance Certificate
- Evidence of having previously completed a similar project co-ordination role

Table below to be completed and included in proposal submissions. Additional information may be provided in attachments, if required.

1.	Name of Organisation & Trading Name (if different)	
2.	Registered Company Name	
3.	Name of Company Owner	
4.	Name of Chief Executive	
5.	Email of Chief Executive	
6.	Name of Contact Person	
7.	Email of Contact Person	
8.	Head Office Address	
9.	Head Office Telephone Number	
10.	Head Office Fax Number	
11.	Website Address	
12.	Details of Professional Accreditations held by your Organisation	
13.	Year of Commencement of Operations	
14.	Please describe the extent of your current and past involvement with the Irish Geo-Drilling Sector and Irish Higher Education Institutions.	
15.	Please provide the names, addresses, telephone numbers and email addresses of 3 organisations for reference purposes	
16.	Detailed biographies for all staff who will be engaged in the Project	