



REQUEST FOR QUOTATION (RFQ)

SUPPLY AND DELIVERY OF A CO-ORDINATED EDUCATION TRAINING PROGRAMME

QUOTATION REFERENCE 1920 RFQ ARTS 023

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QUOTATION FOR SUPPLY AND DELIVERY OF A
CO-ORDINATED EDUCATION TRAINING PROGRAMME

SECTION 1:

INTRODUCTION

Fermanagh and Omagh District Council invite Quotations for the Supply and Delivery of a Co-Ordinated Education Training Programme.

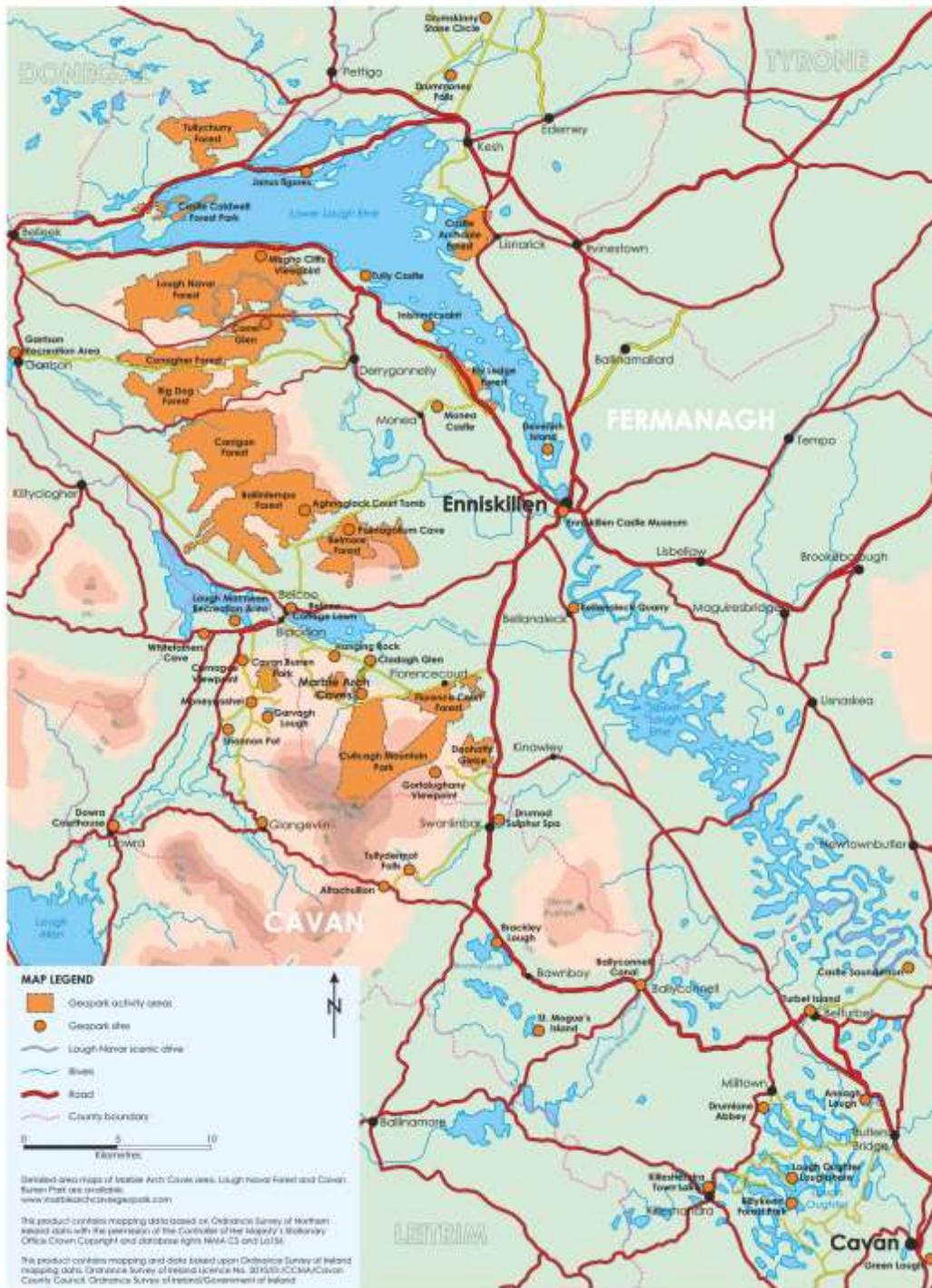
The Marble Arch Caves UNESCO Global Geopark is one of Ireland's best examples of sustainable tourism. Straddling the border between counties Fermanagh and Cavan the Geopark allows visitors to appreciate the best of what this unspoilt border region has to offer. Jointly managed by both Fermanagh and Omagh District Council and Cavan County Council, the Geopark covers almost 20,000 hectares of public land from the northern shores of Lower Lough Erne in Fermanagh to the southern shores of Lough Oughter in Cavan.

As part of the overall Lough Erne Landscape Partnership (LELP), the Marble Arch Caves UNESCO Global Geopark (MACUGG) have secured funding from the National Lottery Heritage Lottery Fund to deliver a Co-Ordinated Education Training Programme which will enable the creation of a network of 'Heritage Champions' by piloting an education training programme where participants complete a core set of guiding modules. With expert instruction participants will be trained on how to become a 'Heritage Champion' and on how to guide both locals and visitors that wish to visit and experience the Marble Arch Caves UNESCO Global Geopark.

The maximum available budget for this project is £7,000.

It is anticipated that the contract will last from the beginning of February – End of May 2020.

Marble Arch Caves Global Geopark



It is hoped that participants on the education training programme are from the Geopark area in Counties Fermanagh & Cavan and would have an interest and some knowledge of one or more of the following areas; geology, biodiversity, archaeology, history, folklore, culture and traditions and archaeology.

The target audience for the 'Heritage Champions' is broad but will likely include graduate, retirees, professionals, hobbyists and anyone who has a keen interest or already possesses an in-depth knowledge of one or more of the previously mentioned subject areas. However, the idea of this project is that these 'Heritage Champions' will then go on to transfer the skills and knowledge that they already possess or have gained through the project to the general public through guided walks and events but also to other parties that want to become 'Heritage Champions' in the future. Therefore, the target audience is all inclusive.

SECTION 2:

INSTRUCTIONS FOR THE SUBMISSIONS OF QUOTATIONS

Quotations are invited for the Supply and Delivery of a Co-Ordinated Education Training Programme.

INSTRUCTIONS

The Council Officer dealing with this Quotation Request is: Clarissa Beacom (clarissa.beacom@fermanaghomagh.com)

Completed Quotations must be returned as follows:

By Email to clarissa.beacom@fermanaghomagh.com, post or hand-delivered to

Marble Arch Caves UNESCO Global Geopark
Marble Arch Caves
43 Marlbank Road
Legnabrocky
Florencecourt
Co Fermanagh
Northern Ireland
BT92 1EW

Closing Date: 12.00 noon on Friday 31 January 2020.

Quotation for: Supply and Delivery of a Co-Ordinated Education Training Programme (1920 RFQ ARTS 023).

- Emailed responses should include the following wording: **RFQ Submission - Supply and Delivery of a Co-Ordinated Education Training Programme (1920 RFQ ARTS 023)** in the Subject Line. Please note that emailed responses will not be opened until after the closing date/time.
- For return by post or hand-delivery envelopes must be addressed exactly as stated, **clearly indicating the Quotation Reference and the item(s) being quoted for.**

- Fermanagh and Omagh District Council Terms and Conditions are available to view at: <https://www.fermanaghomagh.com/procurement/t&c>, please read and tick the Terms and Conditions section in Appendix 1
- Quotations received after the closing date and time cannot be considered. Fermanagh and Omagh District Councils cannot accept any responsibility for delivery delays. Please allow sufficient time for submission of your quotation.
- The attached Form of Quotation must be completed and signed; failure to do this will render your submission invalid.
- Please ensure that you include all requested information, your document title should quote the RFQ title.
- Fermanagh and Omagh District Council reserves the right not to proceed with an order based on this request for quotation.

QUERIES

- All queries should be emailed to clarissa.beacom@fermanaghomagh.com. Suppliers should note that responses to all queries will be emailed to all those who have been invited to provide a quotation. Queries should be clearly labelled – **RFQ QUERY - Supply and Delivery of a Co-Ordinated Education Training Programme (1920 RFQ ARTS 023)** in the email subject field. Suppliers are advised to clarify any points of doubt or difficulty relating to the documentation before submitting their quotation.
- Telephone or oral enquires will **NOT** be accepted, all queries must be sent to the email address above.
- Fermanagh and Omagh District Council will not enter into discussions on the requirements of this procurement process with individual respondents.
- Queries may be answered in batches rather than one at a time. Queries received after 12.00 noon on Thursday 30 January 2020 may not be acknowledged or addressed.
- In all circumstances, Fermanagh and Omagh District Council reserves the right to issue clarification responses to all enquirers at any stage when it believes, at its sole discretion, such clarifications are required.

SECTION 3:

SPECIFICATION OR SCOPE OF REQUIREMENT

3.1 DELIVERY OUTCOMES

The Marble Arch Caves UNESCO Global Geopark (MACUGG, acting as part of FODC) is seeking a suitably qualified and experienced person(s) to devise and deliver a co-ordinated education training programme resulting in 20 trained 'Heritage Champions' of the Geopark.

There are a number of key themes that are intrinsic to the ethos and daily operating of the Geopark. The education training programme will be centred around these elements and must be delivered in such a way that the trainees fully understand and adopt the key themes when acting as 'Heritage Champions' of the Geopark.

The supplier should be a suitably qualified company or individual with experience in delivering and co-ordinating programmes in similar programmes, such as education/heritage programmes, tour guiding, etc. in order to deliver a training programme.

The successful person(s) will deliver a comprehensive training programme for a maximum of 20 participants, over a defined period, preferably early Spring 2020. The 'Heritage Champions' will be recognised as official Ambassadors for the Geopark as part of their participation in this initiative.

3.2 EDUCATION THEMES

The proposed skills and knowledge areas will include the following;

3.2.1 Skills:

- Communication skills and interpersonal skills
- Guiding skills
- Examination at completion and practical tour guide skills assessment
- Project work (developing a local guide manual)

3.2.2 Knowledge areas:

- Global and European Geoparks and the Marble Arch Caves UNESCO Global Geopark
- Geology and Geomorphology
- Archaeology and Built Heritage
- History, Folklore, Culture and Traditions
- Environment, Biodiversity & Sustainable Recreation
- Event Management and Health & Safety
- Basic First Aid Skills

Where possible, it is necessary that the content of the knowledge areas is specific to the Global Geopark area.

3.3 PROPOSED DELIVERY SCHEDULE

It is proposed that the programme will be delivered over a minimum of 10 sessions spread out over 10 weeks, i.e. one evening session per week, lasting a maximum of three hours per session with commencement preferably in March 2020. See below training programme as an indicative guide.

This is only to be used as a guidance. It is up to the successful company/individual to propose the most appropriate way of delivering to reach the outcomes as detailed.

Date	Subject	Lecturer	Time
Day 1/Week 1 Tuesday 3 March	Global and European Geoparks and the Marble Arch Caves UNESCO Global Geopark		6.30 pm – 9.30 pm
Day 2/Week 2 Tuesday 10 March	Geology and Geomorphology		6.30 pm – 9.30 pm
Day 3/Week 3 Monday 16 March	Archaeology and Built Heritage		6.30 pm – 9.30 pm
Day 4/Week 4 Tuesday 24 March	History, Folklore, Culture and Traditions		6.30 pm – 9.30 pm
Day 5/Week 5 Tuesday 31 March	Environment, Biodiversity & Sustainable Recreation		6.30 pm – 9.30 pm
Day 6/Week 6 Tuesday 7 April	Event Management and Health & Safety		6.30 pm – 9.30 pm
Day 7/Week 7 Tuesday 21 April	Basic First Aid Skills		6.30 pm – 9.30 pm
Day 8/Week 8 Tuesday 28 April	Guiding skills		6.30 pm – 9.30 pm

Day 9/Week 9 Tuesday 5 May	Communication skills and interpersonal skills		6.30 pm – 9.30 pm
Day 10/Week 10 Tuesday 12 May	Examination at completion and practical tour guide skills assessment		6.30 pm – 9.30 pm

A one-day field trip (9:30 am – 4:30 pm approximately) to key sites within the Geopark will also be facilitated to augment the knowledge obtained from the classroom-based learning. This will be delivered by Geopark Staff in partnership with the successful person(s) whom will be required to be in attendance on the day.

The successful person(s) will be responsible for devising the learning outcomes and content for each session in collaboration with the proposed lecturer. The proposed schedule and content will need to be agreed in advance with the appointed MACUGG contact.

3.4 EXPERTISE AND/OR RESOURCES

It will be up to the appointed company or individual to ensure that they have sufficient resources and expertise to deliver the sessions as detailed in section 3.3.

Where the company or individual does not have in-house resources/expertise, it is up to them to outsource/sub-contract an expert(s) in the relevant field(s) as required. It may be possible to avail of the relevant resources/expertise from within the MACUGG team and stakeholders.

Any outsourcing/subcontracting must be detailed and agreed in advance with the appointed MACUGG contact. It will be the responsibility of the appointed consultant to ensure that any work sub-contracted is still delivered to a high standard, and within the timeframe agreed as per discussions with MACUGG.

The successful person(s) sub-contractors will provide all teaching materials as required. This can be in any format deemed suitable, but a copy of electronic teaching aids should be made available to the MACUGG.

Session details must be agreed with MACUGG in advance. Each session should have defined Learning Outcomes and means of assessing, formally and informally if the participants have understood the learning outcomes.

MACUGG will organise the venue and catering for each of the sessions. This will include any standard technology supplies but if anything above and beyond is required it is the responsibility of the successful consultant to source and bring these.

It is also the responsibility of the successful person(s) to bring teaching aids to each of the sessions.

Electronic resources can be shared in advance of the sessions so MACUGG staff can have them uploaded in advance or they can be brought on a USB pen drive. This can be discussed on a regular basis with the MACUGG representative to ensure needs of both parties are met.

With sustainability at the forefront of the Geopark, paper handouts should be avoided where possible, but not to the detriment of the quality of the teaching and learning interaction.

3.5 ADDITIONAL INFORMATION

As part of the final session, the successful person(s) will carry out a written assessment for the participants. This can be devised by the successful consultant, with approvals from MACUGG but it should be sufficient enough to test the knowledge covered over the previous sessions.

For example, the successful consultant would provide two short questions and one long question for each module for the final assessment which will be in two parts – Part A where participants are required to answer 20 short questions (1 hour) and Part B where participants are required to answer 5 longer questions (1 hour).

Example of short question:

Briefly explain 5 of the following:

- a) Granite
- b) Glaciation
- c) Conglomerate Rock
- d) Igneous Rock
- e) Eskers
- f) Sedimentary Rock
- g) Drumlins

Example of long question:

Describe in detail the Marble Arch Caves UNESCO Global Geopark in Cavan and Fermanagh. Include a reference to geology, land use, legends and folklore, tourist attractions, tourist information, accommodation.

The successful company or individual should provide a short biography of no more than 200 words which will be provided in the course pack to participants upon commencement.

As part of the final session, the successful person(s) will carry out a short practical assessment for the participants. This can be devised by the successful

consultant, with approvals from MACUGG but it should be sufficient enough to test the practical skills covered over the previous sessions.

For example, a practical scenario could be 'You are leading a group of 20 persons on a guided walk in a limestone area. Demonstrate how you would explain the formation of this limestone landscape to the group'.

Upon successful completion of the programme, the Geopark team will continue to coach, mentor and upskill the 'Heritage Champions' cohort ensuring that the practical skills and knowledge transfer will be consolidated and built upon in future.

SECTION 4:

EVALUATION PROCESS

Suppliers are invited to quote for the requirement outlined in this Request for Quotation document. All requested information must be provided along with your submission as failure to provide requested information may result in your submission failing the assessment process. Your response should clearly address each of the Assessment Criteria listed and clearly detail your ability to meet the Council's needs.

All responses should be completed in the spaces provided and, unless specifically requested, no additional information or literature should be provided.

Evaluation of the Quotation submissions will follow a three-stage process.

Stage 1

Declarations Pass/Fail

Terms & Conditions & Declarations are available to view at <https://www.fermanaghomagh.com/procurement/t&c>, please read these and complete Appendix 1 Declarations sheet.

Insurance Pass / Fail

The successful Supplier will be required to hold the following levels of insurance throughout the duration of the contract: Employer's (£10 million), Public (£5 million) and Professional Indemnity Insurance (£1 million).

In the event that your organisation does not have adequate insurance cover at the time of application, please confirm in writing that you are willing to put in place the required cover if your submission is successful. The successful contractor will be required to provide evidence of all required insurance cover, prior to confirmation of award of the contract. Please complete Appendix 3.

Stage 2

SELECTION / CAPABILITY CRITERIA –

This stage will be assessed on a **Pass/ Fail** basis only those submissions that achieve a pass against each element of Stage 2 will progress to Stage 3 Assessment

Experience Pass / Fail

Evidence of relevant experience of **up to** three similar projects undertaken **within the past five years,**

Please provide:-

- i) Name and address of client organisation
- ii) Contract award date and duration
- iii) A brief description of the project (one A4 page per project)
- iv) Contact name and telephone number

Please note that contacts provided may be contacted during the assessment process, assessment will be based on the first 3 examples provided.

Please complete Appendix 4 for each example.

Stage 3

AWARD CRITERIA

Assessment criteria and weightings will be as follows:

- **Price** 20%

The maximum mark will be awarded to the bidder submitting the lowest acceptable price. Other bidders will then be awarded a pro rata percentage using the following formula:

$$\frac{\text{Available marks [30\%]} \times \text{Lowest acceptable price}}{\text{Bidder's price}}$$

This score will be added to that obtained for Quality and the bidder with the highest overall score will be awarded the contract

- **Quality** 80%

The Quality assessment will be determined in terms of:

Sub-criteria A – Understanding of the Brief 20%

Please demonstrate your understanding of the brief detailed in the Specification/Scope of Requirement.

[20%] (maximum score 5 x weighting factor 4)

Response to be provided in Appendix 5. Please use the space provided. Maximum 2 pages, front and back, Arial font size 12.

Sub-criteria B – Methodology for Delivery 40%

Please outline in detail your methodology for devising and delivery of the co-ordinated education training programme as outlined in the Specification/Scope of Requirement. A sample of a lesson plan, can be provided on a separate sheet to support your answer.

[40%] (maximum score 5 x weighting factor 8)

Response to be provided in Appendix 5. Please use the space provided. Maximum 2 pages, front and back, Arial font size 12.

Sub-criteria C – Resources available for Delivery of the Project 20%

Please provide a detailed breakdown of the team that will deliver on the project, showing any sub-contracting/external resources as required.

[20%] (maximum score 5 x weighting factor 4)

Response to be provided in Appendix 5. Please use the space provided. Maximum 2 pages, front and back, Arial font size 12.

The quality criteria responses will be evaluated against the following scoring indicators

Those submitting a quotation must achieve a minimum of 3 against the scoring indicators for each quality criteria; any submission which achieves less than a score of 3 against the scoring indicators will be considered unsatisfactory & will be excluded from the assessment process.

Assessment	Score	Indicators
Excellent	5	The submission provided is of excellent relevance and is fully supported by a comprehensive Level of detail No omissions and / or weaknesses identified
Good	4	The submission provided is of good relevance and is well supported by a good level of detail Only minor omissions and / or weaknesses identified
Satisfactory	3	The submission provided is of satisfactory relevance and is

		supported by an adequate level of detail Some omissions / and or weaknesses identified
Limited	2	The submission provided of limited relevance and partially detailed Several material omissions / and or weaknesses have been identified
Poor	1	The submission provided is of poor relevance and is inadequately detailed Major omissions / and or weaknesses have been identified
Nil response/ Very Poor	0	No response or unacceptable information provided.

The score achieved out of 5 will then be multiplied by the weighting factor detailed beside each quality criteria. The Quality score will be added to that obtained for Price and the bidder with the highest overall score will be awarded the contract.

The bidder with the highest Price & Quality score will be awarded the contract.

In the event that 2 suppliers submit exactly the same price, each of the lowest submissions will be assigned a number and the successful number will be randomly selected.

Fermanagh and Omagh District Council Declarations
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The following declarations can be viewed at: <https://www.fermanaghomagh.com/procurement/t&c>

	(Please Tick) ✓
<p>Terms and Conditions I/We have read the Terms and Conditions</p>	<input type="checkbox"/>
<p>Mandatory Exclusions I/We confirm that any convictions have been declared. Please detail if any convictions are to be declared:</p> <div style="border: 1px solid black; height: 20px; width: 60%; margin-top: 5px;"></div>	<input type="checkbox"/>
<p>Fair Employment and Treatment (Northern Ireland) Act 1998 I am/we are not unqualified for the purposes of Article 64 to 66 of the Fair Employment and Treatment (Northern Ireland) Act 1998. I/we undertake forthwith to inform Fermanagh and Omagh District Council should any notice stating that I am/we are unqualified be served upon me/us by the Equality Commission.</p>	<input type="checkbox"/>
<p>Certificate relating to Bona Fide Submission I / We have read and now understand the requirements of the submission system in relation to bona fide compliance as detailed in the above mentioned 'Certificate Relating To Bona Fide submission'.</p>	<input type="checkbox"/>
<p>Equality Declaration I/We Recognise Fermanagh and Omagh District Council's duty as stated above under Section 75 of the Northern Ireland Act 1998. We undertake not to act in any way that would contravene the Council's statutory obligations and are committed to promoting good relations and equality of opportunity in all our activities (including in the recruitment, promotion and training of all our staff.</p>	<input type="checkbox"/>
<p>Freedom of Information Act I/we have read and now understand the requirements in relation to freedom of information as detailed on the attached information sheet.</p>	<input type="checkbox"/>
<p>Safeguarding Declaration I/We acknowledge the importance of Safeguarding of children and adults at risk of harm if I am/We are successful in this procurement process.</p>	<input type="checkbox"/>

FORM OF QUOTATION**QUOTATION FOR: SUPPLY AND DELIVERY OF A
CO-ORDINATED EDUCATION TRAINING PROGRAMME****RETURNABLE ON OR BEFORE 12 NOON ON FRIDAY 31
JANUARY 2020****To: Fermanagh and Omagh District Council**

I/We confirm that I/We have read and understood all of the Declarations detailed in Appendix 1 and understand our obligations.

I/We offer to **Supply and Deliver a Co-Ordinated Education Training Programme** to Fermanagh and Omagh District Council as follows:

Details of Costs (30%)

Description	Price in STG excluding VAT
Supply and Deliver a Co-Ordinated Education Training Programme	
Total costs in Sterling (excluding VAT)	

NOTES

All prices quoted shall be in pounds Sterling (GBP) and be exclusive of VAT

The price quoted must include all expenses including delivery charges, mileage, installation and commissioning costs if applicable. This is a fixed rate contract and no price increases will be accepted

Name: _____

Address: _____

Postcode: _____

Telephone: _____

Mobile: _____

***Email:** _____

***Please note that this email address may be used for correspondence with regard to this Request for Quotation.**

Contact Name (Print in Caps): _____

Position in organisation: _____

Signature: _____ **Date:** _____

Data Protection

In accordance with the Data Protection Act 2018, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide here will only be used for the purpose of procurement and payment and will not be shared with any third party unless law or regulation compels such a disclosure or in the processing of external funding applications and associated claims. For further guidance on how we hold your information please visit the Privacy section at www.fermanaghomagh.com/your-council/privacy-statement/

Fermanagh and Omagh District Council Insurance Information

Please confirm the level of Insurance cover currently in place.

Section One. Insurance.	
A. Public/Products Liability Insurance Minimum £5 million	Yes/No*
Limit of cover: Public Liability	£
Product Liability	£
Insurance company name	
Broker name and address	
Expiry date	
B. Employer Liability Insurance Minimum £10 million	Yes/No*
Limit of cover	
Insurance company name	
Broker name and address	
Expiry date	
C. Professional Indemnity Insurance Minimum £1 million	Yes/No*
Limit of cover	
Insurance company name	
Broker name and address	
Expiry date	

Signed: Date:

Duly authorised to sign for and on behalf of:

.....

****In the event that your firm does not have the required level of insurance cover at the time of application, please confirm in writing that you are willing to put in place the required cover if your submission is successful. Please note evidence of Insurance cover will be required at Award Stage.**

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Sub-criteria A – Understanding of the Brief 20%

Please demonstrate your understanding of the brief detailed in the Specification/Scope of Requirement.

[20%] (maximum score 5 x weighting factor 4)

Response to be provided in Appendix 5. Please use the space provided. Maximum 2 pages, front and back, Arial font size 12.

Please outline in detail your methodology for devising and delivery of the co-ordinated education training programme as outlined in the Specification/Scope of Requirement. A sample of a lesson plan, can be provided on a separate sheet to support your answer. [50%] (maximum score 5 x weighting factor 10)

Please use this text box to provide your response (max 2 A4 pages, front and back, Arial font size 12)

Appendix 6 – **Quality**

Please provide a detailed breakdown of the team that will deliver on the project, showing any sub-contracting/external resources as required. [20%] (maximum score 5 x weighting factor 4)

Please use this text box to provide your response (max 2 A4 pages, front and back, Arial font size 12)