



Request for Information for

Health and Safety Training Programme

For

Learning Waves Skillnet

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TABLE OF CONTENTS

TABLE OF CONTENTS	2
1. Information on <i>Learning Waves Skillnet</i>	3
2. Description of Services Required	3
3. Instructions for Responding to this RFP	3
3.1 Closing Date	3
3.2 Format of Response from Supplier	3
3.3 Further Information and Clarification	3
3.4 Validity of Proposal.....	4
4. General Information on Supplier's Company	4
5. Pricing and Charging Structure.....	4
6. Terms and Conditions	4
7. Evaluation Criteria:	4
8. Supplier Contact details:.....	5
9. Weighting Criteria	5

1. Information on *Learning Waves Skillnet*

Learning Waves Skillnet is the training organisation for the Independent Commercial Radio sector in Ireland. The network is currently made up of 31 Independent Commercial Radio Stations, together with partner organisations such as the BAI, IRS, BMS, IBI and AIRPI. The network has come together to provide member organisations with high quality tailored training in a cost effective manner. The aim of the network is to provide life long learning opportunities for all those working within the Independent Commercial Radio Sector in Ireland. The network was formed in 2004 and represents 100% of the sector. Further information can be found on www.learningwaves.ie

The Learning Waves Skillnet is funded by member companies and the Training Networks Programme, an initiative of Skillnets Ltd. funded from the National Training Fund through the Department of Education and Skills.

2. Description of services required

Expressions of interest are invited for the design and delivery of :

Health and Safety training for Radio Stations

Specifically the training will look :

- Background to Health & Safety Act
- Current Legislation
- Most recent Safety Health and Welfare at Work Act and how it applies to radio stations
- Tools to allow participants to develop their own specific Health & Safety Statement
- Practical session to allow participants to tailor the Code of Practice to their own stations,
- Helping participants to identify responsibility for safety in their station,
- Allowing participants to assess the tools required to put a Health & Safety statement in place,
- Help participants outline their responsibilities under the legislation,
- Enable participants identify risks specific in their station and controls to put in place to prevent such risks happening,
- Enable an examination of risks associated with OBU's, lone working, night working, noise levels etc.
- This session will also look at the implications for your station of not having a Health & Safety Statement in place.

Who will the training be aimed at :

The training will be aimed at all levels of staff and all staff within the sector which will include News, Sport, Presenters, Researchers, Producers, Sales, Marketing and General Management and Administrative staff. Such staff will aim to be trainers for Learning Waves Skillnet or provide internal training within their own stations.

Design and Delivery

The training should be designed and delivered in such way that it is practical in nature with a strong emphasis on the practical delivery of training. There must be a blend of theory and practice over the course of the programme.

Certification

Please provide details of certification provided by your organisation in this area and the costs associated with certification.

3. Instructions for Responding to this tender

3.1 Closing Date

Proposals(one Soft copy) must be emailed to teresahanratty@learningwaves.ie by 17.00 on Monday 20th February 2012.

Tenders should include the following:

- An outline of the approach to be employed including duration of course, numbers on course
- A draft outline of the training programme(can be attached as a separate document)
- Detailed biographies of proposed trainers with particular reference to experience of working with the radio industry or knowledge of the radio industry.
- A detailed breakdown of costings for public and closed courses
- References from previous clients
- Valid Tax Clearance Certificate
- Details of Certification offered for the training required

3.2 Format of Response from Supplier

You should submit your response by email to teresahanratty@learningwaves.ie . Your response should be no longer than 8 pages, trainer profiles should be attached as appendices in a separate document.

3.3 Further Information and Clarification

Further information and clarification of all commercial matters/details should be directed to the above.

3.4 Validity of Proposal

Responses should be valid for a period of twenty-four months from the closing date, and thereafter until withdrawn by formal notice in writing by the supplier. If you desire that your response should be valid for a specific period only, you should indicate, in your response, the period for which it is valid.

4. General Information on Supplier's Company

Please supply a corporate overview of your organisation and relevant expertise. Please supply a copy of a valid Tax Clearance Certificate.

5. Pricing and Charging Structure

All prices quoted should be in Euro (VAT exclusive and include delivery to agreed location). Daily training rates should be quoted for each programme and expenses, where charged, should be specified.

6. Terms and Conditions

Learning Waves requires all suppliers to contract on the basis of *Learning Waves* preferred terms and conditions. An example of those terms and conditions can be forwarded on request. Selected suppliers will be required to sign the Terms and Conditions prior to commencing work. The contract will be awarded initially for 2012 and will follow in to 2013 should funding be awarded to Learning Waves Skillnet.

7. Evaluation Criteria:

Learning Waves intends to select a supplier on a range of criteria. Factors that will be taken into account are listed below but are NOT necessarily in order of importance:

1. Value for money and price relative to budget available
2. Quality and how the offering meets the Learning Waves Skillnet requirements
3. An imaginative and flexible approach to the solution that can add value to the training requirements outlined herein
4. Financial standing of the supplier
5. Availability of resources and skilled personnel with the necessary qualifications/experience to perform the required services
6. The Supplier's ability to undertake all of the scope themselves, without resorting to subcontract.
7. Ability to demonstrate a track record of a successful implementation of similar programmes in terms of content and scope
8. Capability of demonstrating an excellent grasp of the Learning Waves Skillnet training and development needs

***Learning Waves* does not bind itself to accept the lowest or highest or any quotation.**

8. Supplier Contact details:

Learning Waves may wish to have further details or clarifications on any aspect of your submission.

Please give details of all relevant contacts, their positions, addresses, telephone numbers & e-mail addresses. Please also ensure that you identify the name and title of the manager in your organisation who has overall responsibility for your submission. That person should sign the response on behalf of the Supplier, to indicate their commitment to their proposal.

9. Weighting Criteria

The following weighting criteria will be applied to all tenders received :

Cost	300
Qualifications	350
Method Statement	350
Content and Quality of Programmes	450
References	300