LEARNING WAVES SKILLNET

Learning Solutions for Radio People

Learning Waves Tender Document 2018

Request for Tender (RFT)

For provision of

Training Services to Learning Waves Skillnet

December 2017

Index

1. Introduction 3
2. Objectives of Request for Tender(RFT) 3
3. Instructions to Tenderers 3
4. Awarding Criteria 3
5. Duration and Scope of Panel 4
6. Contracts Awards 4
7. Ineligibility Under EU Rules 4
8. Terms & Conditions 4

Appendix I

Appendix II

Appendix III

Appendix IV

Learning Waves Tender Document 2018

1. Introduction

The Learning Waves Skillnet is a national network representing the Independent Commercial Radio Sector in Ireland. The network has been providing training for the Independent Commercial Radio sector since 2004. The network provides training across a wide range of radio disciplines : sales, news, music programming, research, production, management, finance, technical and social.

2. Objectives of Request for Tender(RFT)

The objective of this Request for Tender (RFT) is to form / establish a panel of qualified trainers, from which providers will be selected to participate in a mini-competition for contract award for delivery of training programmes to the Learning Waves Skillnet and its member companies, once specific needs arise.

It is important to note that the inclusion of training providers on the 2018 panel does not guarantee a contract to deliver training for the network.

3. Instructions to Tenderers

The detailed instructions regarding the format and requirements of this RFT are set out in Appendix II. These instructions must be observed to ensure the completeness and eligibility of the tender.

4. Awarding Criteria

The panel will be established from the qualifying tenders on the basis of the most economically advantageous tender (MEAT), using the following awarding criteria:

Criterion	Maximum Score Available	
Relevant Experience	450	45%
Qualifications	280	28%
References	270	27%
Total Maximum Score Available	1000	100%

1. **Relevant Experience** means that the highest scores will be awarded to the trainers who have relevant experience in delivering similar projects, i.e. design, development, delivery and evaluation of relevant training programmes.
2. **Qualifications** list of qualifications for trainers who will provide the service must be provided.
3. **References** will be assessed on their quality and the relevance to each programme tendered for. Referees names and contact details may be provided in place of written references. Learning Waves Skillnet reserves the right to check these references during the procurement process. Where no references are provided with the submission, the tender will be automatically disqualified.

Learning Waves Tender Document 2018

5. Duration and Scope of Panel

The panel will be established until December 2018. The panel is open to new training providers during 2018 and their proposals will be assessed on submission.

Tenders that score a minimum of 700 points (70%) will be admitted to the panel. Once specific training needs arise, at least 3 service providers admitted to the panel will be invited to participate in a mini-tender. A contract for delivery of these services will be awarded to the most competitive/highest scoring tender, evaluated using specific awarding criteria which will be made known to those invited to tender.

6. Contracts Awards

Once specific training needs have been identified, the network will select one of the following options when carrying out a mini tender for contracts.

a. Contracts with an estimated value less than €5K

Written quotes may be obtained from one or more supplier on the panel and the most competitive programme will be selected.

b. Contracts with an estimated value over €5K

A brief specification seeking written proposals will be sent by email to at least 3 service Providers already admitted to the Panel. A contract for the delivery of these services will be awarded to the highest scoring tender, evaluated using specific awarding criteria which will be made known to those invited to tender.

7. Ineligibility Under EU Rules

Tenderers, to whom any of the circumstances listed in paragraph 1 of Article 20 of EU Council Directive 93/36/EEC (co-ordinating procedures for the award of public supply contracts) apply, will be excluded from this competition (Broadly, these circumstances are bankruptcy, professional misconduct and failure to pay taxes or social security contributions.)

8. Terms & Conditions

8.1 **Tender Format &** Delivery. Tenders must be completed in accordance with the format specified in Appendix IV. **Incomplete tenders will be automatically rejected.**

8.2 **Confidentiality and Intellectual Property**. Learning Waves Skillnet requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers.

8.3 **Freedom of Information Act**. Learning Waves Skillnet will endeavor to hold confidential any information provided in this tender, subject to its obligations under law, including the Freedom of Information Act.

Should the tenderer wish that any of the information supplied in this tender not be disclosed because if its sensitivity, the tenderer should, when providing the information, identify the sensitive information

Learning Waves Tender Document 2018

and specify the reason for its sensitivity. Learning Waves Skillnet will consult with the tenderer about this sensitive information before making a decision on any Freedom of Information request received.
If third parties request information pursuant to the Freedom of Information Act, unless this information has been identified as being sensitive, with supporting reasons, then it is likely to be released in response to a Freedom of Information request.

8.4 **Conflicts-of-Interest.** Any potential conflicts-of-interest involving a tenderer must be fully disclosed to Learning Waves Skillnet. Failure to disclose a conflict-of-interest may disqualify a bidder or invalidate an award of contract, depending on when the conflict-of-interest comes to light.

Learning Waves Skillnet will not be liable in respect of any costs incurred by consultants in the preparation of tenders, or any associated work effort.

Learning Waves Tender Document 2018

Appendix 1

The following is a list of training programmes envisaged to be delivered by Learning Waves Skillnet in 2018

Name of Course	Expected Duration
Digital Media Training (to include the following programmes)	
• Digital for Radio (8-12 days) (**See Appendix II for Programme Content)**	8 -12 days
• Mobile Content for Radio **(See Appendix III for Programme Content)**	8-18 days
• Creating, Producing and Publishing Podcasts	1 day
• Branding & Monetising Podcasts	1 day
• Creating, Writing and Publishing Online content	1 day
• Visual Media Platforms	1 day
IT Training to include :	
• MS Excel – Introduction	1 day
• MS Excel – Intermediate	1 day
• MS Word – Intermediate	1 day
• Excel for Project Management	1 day
• MS Powerpoint – Intermediate & Advanced	1 day
• Adobe Photoshop for creation of flyers/banners for use on websites	1 day
• Adobe Illustrator	1 day
• Adobe Audition for Editing Audio	1 day
• Adobe Premier Pro	2 days
• Advanced Premier Pro	1 day
• VmWare Software Management	5 days
• CISCO	5 days
• Microsoft Certified Systems Administrator	5 days
Legal Training to include :	
• Broadcast Law – Part 1	½ day
• Broadcast Law – Part 2	½ day
• Broadcast Law Updates	½ day
• Court Reporting	½ day
• Legal Aspects of Social Media	½ day
• Mobile Journalism & the Law	½ day
• GDPR & Data Protection – What Radio Stations Need to Know	½ day
Sales Training to include :	
• Sales Negotiation Skills	1 day

Learning Waves Tender Document 2018

• Sales Presentation Skills • Psychology of Selling • Selling Digital – Practical Solutions for Radio Stations • Creative Proposal Writing for Radio • Introduction to Radio Sales • Creative Copywriting for Sales • Sales Manager Mentoring Programme • Multimedia Selling • Sponsorship and Promotion Ideas for Radio • Mapping your Digital Sales process	1 day 1 day 1 day 1 day 2 days 1 day 1 day 1 day 1 day 1 day
News,Sport & Talk Training Programmes to include : • Speech & Voice Training • Advanced Speech & Voice Training • Original Journalism & Storytelling for News • Sourcing News through Social Media • Scriptwriting for News • Creating Online News Content • Research for Radio Content • Data Analytics for Journalists	 1 day 1 day 1 day 1 day 1 day 1 day 1 day ½ day 1 day
Music Training Programmes to include : • Airchecking Music Presenters • Understanding Programming Content & Structure	 1 day 1 day
Management Training to include : • Senior Producer Course • Effective Newsroom Leader Course • Programme Director Training & Mentoring Programme • What you Need to Lead • Employment Law & HR Policies • Strategic Business Development	 3 days 2 days 6 days 2 days 1 day 1 day
Generic Training to include : • Occupational First Aid • Manual Handling Training • Project Management	 3 days ½ day 2 days
Radio Specific IT/Software Systems • ProTools • GSelector & Zetta • RCS Selector	 1-5 days 1 day 1 day

Learning Waves Tender Document 2018

• Adobe Audition for Audio Editing (Introduction & Advanced) • Final Cut Pro	1-2 days 1 day
Online Training Courses • Diploma in Creative Radio Production • Audio Mixing Skills for Radio	
Workshops Learning Waves are seeking to create a panel of speakers who can address the radio industry on specific topics as and when requested by Learning Waves Skillnet	Duration will be determined once speakers and dates are agreed. Workshops can vary from ½ day to 1 day in duration.

Expected number of participants attending each course will range from 8 to 18. Envisaged timeframe for the delivery of these programmes is from January 2018 to December 2018.

Note: These courses may be delivered once, more than once **or not at all**, depending on the demand and availability of funding.

Once a need for any of the above listed courses will arise, companies from the panel will be invited to participate in the mini-tender; the contract will be awarded to the most competitive tenderer, evaluated in line with awarding criteria specific to each training programme, which will be made known to those invited to tender.

Learning Waves Tender Document 2018

APPENDIX II
Digital for Radio Programme Content

The following modules are included in the Digital for Radio Programme :

- Developing your Digital Strategy
- Overview of the Digital Media Landscape in Ireland
- Legal Risks and Social Media Policy for Radio – Part 1
- Search Engine Optimization
- Content Creation – Writing for the Web and Understanding your audience
- Analytics Platforms
- Social Media Insights
- Legal Risks and Social Media Policy for Radio – Part 2
- Digital Selling – Mapping your Digital Sales Process
- Monetising your Digital Real Estate
- Traditional and Digital Campaigns for Radio
- Creative Digital Campaigns for Radio
- Creating Mobile Content for Radio
- Social Media Platforms for Radio
- Implementing and Mapping out your Digital Strategy

Providers must indicate if they are interested in delivering all of the above modules or certain modules within the programme.

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Appendix III
Mobile Content for Radio - Programme Content

The following modules are included in the Mobile Content for Radio Programme :

- Photography
- Radio Production
- Video Production – Shoot & Edit
- Livestreaming
- Video Production Shoot/Edit Livestream
- Long form Video Production
- Short form social media and marketing content
- NLE(Avid/FCP/Premiere Craft Editing Workshop)
- App Overload

Providers must be in a position to deliver all of the above modules for Android and Smart Phone users.

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Appendix IV
Instructions to Tenderers

In submitting the proposal, tenderers must respect all instructions, forms and terms and conditions contained in this RFT. Failure to submit all required information within the specified deadline may lead to rejection of the tender. **Tenderers must complete APPENDIX IV**.

Tenderers must observe the following:

1. Tenderers must provide the following information ***(as per APPENDIX IV)***
   - Company/Business name and address
   - A brief summary/overview of the company (not brochures or PowerPoint presentations)
   - Name of the contact person
   - Telephone number and email address of the contact person
   - Indicate which of the programmes listed in Appendix I tendering company specializes in delivering and **other programmes you could deliver that may be of interest to our members.**
   - Indicate trainers/individuals proposed to deliver the indicated programmes with a brief summary of experience, education & qualifications of each trainer.
   - Indicate list of previous clients with contact details or written references from 2 previous clients.
   - Confirmation that the Company/Business holds a valid Tax Clearance Certificate and will be in a position to supply a valid TCC when requested.
   - Understanding of the Irish radio market

2. Tenderers must disclose any potential conflicts of interest.

3. Tenderers must fill in the questionnaire provided in Appendix III in order to participate in this competition.

1) Tender submission

This panel will remain open for a period of one year – until December 2018.
Complete, dated & signed tender shall be enclosed in a sealed envelope and sent to the following address:
Procurement Office,
Learning Waves Skillnet,
Creative Spark,
Clontygora Drive,
Muirhevnamor,
Dundalk,
Co. Louth.

or

A digital copy of the tender may be submitted to teresah@learningwaves.ie

The administrative deadline for receipt of soft and hard copy tenders is **12 noon on Friday 12th January 2018.**

Learning Waves Tender Document 2018

Appendix IV

Tender Submission Document
(all areas outlined below must be completed by tenderers, incomplete tenders will be automatically rejected)

Company/Business Name & Address

Website Address

Brief Overview of the Company

Contact Person
Name :
Telephone:
Mobile :
Email address :

Details, Biogs and Photos(high quality for use on website) of Trainers delivering the programmes *(a brief summary of experience, education and qualifications)*

Learning Waves Tender Document 2018

Please list the courses in each section from Appendix I that you could deliver for Learning Waves Skillnet in 2018 :

Name of Course	Expected Duration	Please place X beside the programmes you are interested in delivering
Digital Media Training (to include the following programmes)		
IT Training to include :		
Legal Training to include :		
Sales Training to include :		
News, Sport & Talk Training Programmes to include :		
Music Training Programmes to include :		
Management Training to include :		

Learning Waves Tender Document 2018

Generic Training to include :		
Workshops Learning Waves are seeking to create a panel of speakers who can address the radio industry on specific topics as and when requested by Learning Waves Skillnet	Duration will be determined once speakers and dates are agreed. Workshops can vary from ½ day to 1 day in duration.	

Please list any other programmes you could deliver that are not shown, as we are always looking for new innovative programmes for our members :

1.
2.
3.
4.
5.
6.

List of Previous Clients & References *(2 written references, or contact details for 2 verbal references from previous clients)*

Valid Tax Clearance Certificate*(please indicate that you hold a Valid TCC)*

Insurance *(providers must hold a professional indemnity insurance, are covered by/hold public liability insurance, where applicable, are in a position to provide copies of the professional insurance and (where applicable) public liability insurance when requested).*

Learning Waves Tender Document 2018

Acceptance of Terms and Conditions of this Procurement Process

I hereby declare that in submitting this Request for Tender to Learning Waves Skillnet I am aware of the and accept the terms and conditions as set out in this document.

I further declare that I am duly authorised to make this application and that the information provided in my application is accurate and complete to the best of my knowledge and belief.

I understand that the provision of inaccurate or misleading information in this declaration may lead to my organisation being excluded from participation in this or future procurement processes.

Signed : _____ Position : _____

Date : _____ Contact details : _____

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