

Community Sports and Physical Activity Hub

Invite to Tender

For

“Community Sports Hub Programme Coordinator”

Introduction Abbeyleix Vitality Hub,

A Community Sports and Physical Activity Hub is a collective of progressive sports clubs and other local organisations that want to work together to improve the sport offered in their local community. The **“Abbeyleix Vitality Hub”** established in January 2024, operates within the existing structures of the Abbeyleix Park Development Committee (APDC).

The APDC is the body responsible for governance and management of Fr. Breen Park, Abbeyleix. Fr. Breen Park is a multi-use facility that includes a full-size GAA pitch, soccer pitch, all-weather pitches & ball wall, all-weather tennis courts, walkway and a shared clubhouse.

Community Sports Hub Programme is a dormant accounts funded Sports Ireland initiative which aims to create an Irish society where everyone can enjoy physical and mental health, and where wellbeing is valued and supported at every level of society. Abbeyleix Vitality Hub, with the support of Laois Sports Partnership (LSP), provide a management role for the coordination, development and delivery of the Community Sports and Physical Activity Hub for the collective benefit of the people and community of Abbeyleix and surrounding area. The hub will provide information, support and advice on a wide range of sports and physical activities to make it easier for people in disadvantaged areas to get involved and engage in a more active and healthier lifestyle. Each Community Sports and Physical Activity Hub (CSH) will be unique, however they all work to certain principles, namely grow participation, engage the local community, promote community leadership, offer a range of sporting opportunities and bring all appropriate (key) partners/ groups/people together.

We are now seeking tenders for the delivery of the “Community Sports Hub Programme Coordinator” for the Abbeyleix Vitality Hub, Abbeyleix, Co. Laois.

Tender Details

The tender is for a suitably qualified service provider to coordinate, plan and deliver planned Abbeyleix Vitality Hub projects and physical activity opportunities for the people of Laois. The tender will also support the delivery of the ongoing work programme. It is the requirements of the Abbeyleix Vitality Hub that any service provider considered under a contract for services should have at least one of the following:

1. National Diploma / Degree in Sport Health Fitness & Leisure Studies
2. National Diploma / Degree in Community Development, Health Promotion
3. National Diploma / Degree in any other relevant discipline
4. Experience in delivery of community based projects

The service will be delivered from 1st March 2024 to 28th Feb 2025

Project Coordinator

The project coordinator will be responsible for the coordination, planning, administration, and programme delivery of all the key Abbeyleix Vitality Hub actions that are detailed in the tender document below. The project coordinator role is to work with relevant organisations and individuals to develop, co-ordinate and implement a comprehensive plan to promote sport and physical activity in Laois and the surrounding area. The individual will also work closely with local clubs, schools, and community-based organisations to promote the facility/amenity as a venue for sustainable community sport and physical activity.

The key objective is to increase the number of people of all ages participating in sport and physical activity in their communities targeting disadvantaged areas with a specific focus on adolescents / young people, families, older adults and people with disability. The Abbeyleix Vitality Hub will have to complete the following key project actions and activities in line with the LSP best practice and professional delivery and within the allocated timeframe allowed, March 2024 to Feb 2025.

Project Actions, work programme and timelines:

- Liaise, manage and coordinate Abbeyleix Vitality Hub Committee
Timelines – Mar 2024 to Feb 2025
- Marketing and Communication plan, including social media and eMarketing, printed publicity and media advertising.
Timelines – Mar 2024 – Apr 2024 and content management throughout the contract period.
- Purchasing capital/fitness and sports equipment for the Hub
Timelines – Apr 2024 to Feb 2025
- Establishing inclusive self-sustaining physical activity initiatives and sustainable development of a community sports hub and engagement of the community. You will also be required to support Laois Sports Partnership in delivery of their sport and recreation community-based initiatives in Laois.
Timelines – Apr 2024 to Feb 2025
- Good Governance and Hub Development
Timelines – Jun 2024 - Feb 2025
- Education and training initiatives for club development and NGB's courses delivered.
Timelines – May 2024- Feb 2025
- To develop a good working relationship with all programmes partners, local schools, sports clubs, community groups and organisations, NGB's, local activity providers and local businesses.
Timelines – Apr 2024 - Feb 2025
- Liaise, manage, and support the delivery of local and regional events in Abbeyleix or surrounding area.
Timelines – Jun 2024- Feb 2025
- Programme Progress reports, Monthly programme reports, attend APDC meetings, keep up to date financial management systems and Pre and Post Project Evaluation.
Timelines – Apr 2024 – Feb 2025

Programme Budgets and Project Reports

All projects should be fully completed no later than Friday 28th Feb, 2025 and final claims submitted including evidence of invoices and receipts from programmes/tutors together with bank statements from the lead partner for each key action and project. The accounts should clearly show the cleared transactions along with a detailed project report and pre and post project evaluation, participants testimonials must be submitted also for each individual project.

The co-ordination and the delivery of the Abbeyleix Vitality Hub, will be for a minimum of 1,000 hours over a 1-year period or approx. 20 hours per week. The project actions and planned participation initiatives are above. The successful tenderer will also have responsibility for promoting, marketing, recruiting participants for the different programmes and for providing and developing a monitoring and evaluation framework for all projects delivered. The daily work arrangements will be a mixture of community based and programme administration work, however this could change from week to week, depending on the Abbeyleix Vitality Hub, and Laois Sports Partnership priorities and delivery.

Location for administration tasks	Fr. Breen Park Meeting Rooms or Remote as preferred by the vendor
Location for community meetings and activities	Fr. Breen Park Meeting Rooms and Abbeyleix area.
Programme	Abbeyleix Vitality Hub
Proposed Start Date	Mar 2024
Duration	Minimum of 1,000 hours from March 2024 to Feb 2025 including occasional evenings and weekend days where necessary
Proposed Finish Date	Feb 2025
Closing Date For Receipt of Proposal	Friday 9th Feb 2024 @4.00pm

Budget

A maximum budget of €24,000 (Inclusive of VAT and inclusive of travel and all other costs) has been allocated for the above piece of work. The successful tenderer will have a contract with Abbeyleix Vitality Hub as the main partner. The main point of contact will be John Thompson for the Abbeyleix Vitality Hub.

Project Timeframe

The timeframe for the project is from 1st March 2024 to 28th Feb 2025

Criterion - Capacity

Tenders must submit a signed declaration that they can and will comply with the following requirements in relation to tax, insurance and organisational capacity. Only tenderers in a position to provide this may be considered for the contract.

Insurances

Tenderers must submit a statement confirming that they have insurance of €2.6 million in respect of public liability in place with Abbeyleix Vitality Hub indemnified or must submit a statement confirming that should they be awarded the contract, they are willing and able to raise their insurance cover to these levels (in cases where the existing cover levels are lower) and maintain these levels for the duration of the contract.

Organisational Capacity

Tenderers must submit a signed statement confirming that they have the time and resources required to carry out the contract and have no other commitments that would prevent the contact from being carried out effectively.

Instructions to Tenderers

1. Sufficiency & Accuracy of Tender

Tenderers will be deemed to have read and understood the tender documentation and by their own independent observations and enquiries will be held to have fully informed themselves as to the nature and extent of the requirements of this tender.

2. Tender Documents - Ambiguity, Discrepancy, Error, Omission

Where tenderers consider that they are missing any information which would prevent the submission of a comprehensive tender please contact Abbeyleix Vitality Hub as soon as possible. Tenderers are required to inform Abbeyleix Vitality Hub of any ambiguity, discrepancy or error in the Tender Documentation. Abbeyleix Vitality Hub shall, upon receipt of such notification, notify all Tenderers of its ruling in respect of any such ambiguity, discrepancy, error or omission. Such ruling shall be issued in writing and shall form part of the Invitation to Tender.

3. Closing Date and Time for Receipt of Tenders

The closing date for receipt of tenders is Friday 9th Feb 2024.

4. Queries

All queries regarding this tender must be submitted by email only to info@AbbeyleixVitalityHub.ie
Responses will be circulated to those tenderers that have registered an interest in this programme.

5. Tender Submissions

Submissions must be sent via email to info@AbbeyleixVitalityHub.ie

6. Extension of Tender Period

Abbeyleix Vitality Hub reserves the right, at its sole discretion, to extend the closing date for receipt of tenders by giving notice in writing to Tenderers before the original closing date.

7. Modifications to Tenders prior to the Closing Date for Receipt of Tenders

Modifications to Tenders will be accepted in the form of supplementary information and/or addenda, provided they are submitted before the closing date for receipt of tenders.

8. Cost of Preparation of Tender

Abbeyleix Vitality Hub will not be liable for any costs incurred by tenderers in the preparation of proposals or any associated work effort. It is the responsibility of the tenderer to ensure that they are fully aware and understand the requirements as laid down in this document. Tenderers will be responsible for any costs incurred by them in the event of their being required to attend clarification or other meetings or make a presentation of their Tender.

9. Currency

Tender prices must be submitted in Euro only. All invoices and payments will be in Euro only.

10. Confidentiality

The distribution of the tender document is for the sole purpose of obtaining offers. The distribution does not grant permission or licence to use the documents for any other purpose. Tenderers are required to treat the details of all documents supplied in connection with the tender process as private and confidential.

11. Conflict of Interest

Any conflict of interest involving a tenderer must be fully disclosed to Abbeyleix Vitality Hub. Any declarable interest involving the tenderer and employees of the Council, or their relatives must be fully disclosed in the response to this tender competition. The term 'declarable interest' shall be interpreted as per section 175 of the Local Government Act, 2001. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict of interest comes to light.

12. Freedom of Information Act

Each of the parties will undertake to use their reasonable endeavours to hold confidential any confidential information received from the other party, subject to Abbeyleix Vitality Hub's obligations under law, including (if applicable) the provisions of the Freedom of Information Act 2014. The Tenderer will agree that, should it wish any confidential information supplied by it to Abbeyleix Vitality Hub not to be disclosed, because of its commercial sensitivity, it will, when supplying such information, identify same and specify the reasons for its sensitivity. Abbeyleix Vitality Hub will consult with the Tenderer about such sensitive information before making a decision regarding release of such information under the Freedom of Information Act 2014. However, Abbeyleix Vitality Hub will give no undertaking or assurance that such information will not be released under the provisions of the Freedom of Information Act 2014 and the final decision on whether or not to release such information rests with Abbeyleix Vitality Hub or as set out in the Freedom of Information Act 2014.

13. Data Protection Act

Each of the parties shall ensure compliance with the Data Protection Acts 1988 and 2003 and shall ensure to adopt privacy by design as a default approach to ensure compliance with the General Data Protection Regulation which will come into force on 25 May 2018. Tenderers shall hold confidential any and all data provided to them for any reason whatsoever.

14. Tax Clearance Certificate

It will be a condition for award of the contract that the successful tenderer(s) can promptly produce a current Tax Clearance Certificate. See Irish Revenue web site <http://www.revenue.ie/>. Tenderers submit a signed statement that the individual/company, are able to produce a valid Tax Clearance Certificate in compliance with Circular (43) 2006 as amended or replaced and that the certificate will be maintained for the duration of the contract and will be on a 12-month basis. OR must submit a valid Tax Clearance Certificate as stated above.

15. Irish Legislation

Tenderers should be aware that national legislation applies in matters such as Employment, Working Hours, Official Secrets, Data Protection and Health and Safety. All relevant aspects of such legislation must be observed at all times by the successful tenderer.

16. Confidentiality of Evaluation

Information relating to the examination, clarification, evaluation and comparison of Tenders and recommendations concerning the award of contract will not be disclosed to Tenderers or other persons not officially concerned with such process until the award of contract to the successful Tenderer has been announced and in conformity with national law.

17. Clarification of Tenders

Abbeyleix Vitality Hub may ask Tenderers for clarification of their Tenders, including breakdowns of unit prices. No change in the price or substance of the Tender shall be sought, offered or permitted. To assist in finalising the tender evaluation, selected tenderers may be invited to attend clarification meetings with Abbeyleix Vitality Hub.

18. Correction of Errors

Where there is a discrepancy between amounts in figures and words, the amount in words shall apply. Where there is a discrepancy between the unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price will normally govern. The amount stated in the tender form will be adjusted by Abbeyleix Vitality Hub in accordance with the above procedure and, with the agreement of the tenderer, shall be considered as binding upon the tenderer. Without prejudice to the above, a tenderer not accepting the correction of their tender as outlined shall have their tender rejected. The above procedure shall be binding upon the tenderer and a tenderer not accepting the correction of their tender as described above shall have their tender rejected.

19. Change in the Composition of a Tender

Abbeyleix Vitality Hub reserves the right, but is not obliged, to disqualify any Tenderer that makes any change to its composition after submission of a Tender.

20. Interference

Any effort by the tenderer to unduly influence Abbeyleix Vitality Hub, relevant agency personnel or any other relevant persons or bodies in the process of examination, clarification, evaluation and comparison of tenders and in decisions concerning the Award of Contract shall have their tender rejected. In accordance with Section 38 of the Ethics in Public Office Act 1995 any money, gift or other consideration from a person holding or seeking to obtain a contract will be deemed to have been paid or given corruptly unless the contrary is proved.

21. Notification of Tender Evaluations

Following tender evaluation all tenderers will be informed formally of the outcome.

22. Payment

All quotations and terms of payments shall be in Euro only. Payment for any orders will be on foot of invoices for each completed part of order and made only after delivery and inspection. The Abbeyleix Vitality Hub undertakes to make all payments solely under the terms of the European Communities (Late Payment in Commercial Transactions) Regulations 2012.

23. Award to runner up

If for any reason it is not possible to award the contract to the designated successful tenderer emerging from this competitive process, or if having awarded the contract, the contracting authority considers that the successful tenderer has not met its obligations, the contracting authority reserves the right to award the contract to the next highest scoring tenderer on the basis of the terms advertised. This shall be without prejudice to the right of the contracting authority to cancel this competitive process and/or initiate a new contract award procedure at its sole discretion.

Tender Procedure.

Abbeyleix Vitality Hub is using a 2-stage approach to the selection and assessment of this tender:

Stage 1: Selection Criteria

Stage 2: Assessment Criteria

Stage 1: Selection Criteria

Tenderers will be assessed by the Assessment Committee on a pass/fail basis for the selection criteria.

Criteria No.	Minimum Level	Pass/Fail
1. Relevant Experience	Must provide details of at least 1 organisation where sport or recreational/community programmes were delivered by you or your company within the last 5 years. Should include named organisations and dates and your role(s) in programme delivery.	Pass/Fail
2. Evidence of Tax Compliance	A valid tax reference ID must be supplied.	Pass/Fail
3. Evidence of Insurances.	Must provide evidence of appropriate Public Liability or commitment to obtain relevant insurance if awarded the contract.	Pass/Fail
4. Health and Safety	Must state that your organisation will meet the responsibilities under the Safety, Health and Welfare at Work Act 2005	Pass/Fail

Stage 2: Assessment Criteria

Tendering organisations must submit a tender document which identifies the methods deployed **at a high level** that will achieve the necessary outputs and targets for the project.

The tender document is to be laid out as per the headings below and should have due regard to the Community Sports and Physical Activity Hub fund programme and have clearly identified links with the key actions, Milestones, timelines, target groups, within budget, partners involved and within budget for each key action.

1. Background(Contribution of the project to the defined results and outputs of the programme)

Tendering organisations should set out:

- Description of the individual/business/organisation
 - The nature of the organisation (e.g. company limited by guarantee, community organisation, statutory organisation, private company, sole trader etc.)
2. Knowledge and Understanding of the Brief (Quality of project design)
- Tendering organisations should demonstrate in their proposals a good understanding of the brief and issues that this project is seeking to address.

3. Approach/Methodology (Quality of the project and implementation arrangements)

This will include an interpretation of how the key project actions set out in the specifications and below can best be met, planned out, delivered and what approach will be taken on the delivery. This should include a project and work plan, including;

- The Management of a Community Sports Hub Steering Group.
- The purchasing capital/fitness/sports equipment for the sports hub.
- Marketing and Communication approach.
- Approach to good governance is important as it aids the community sports hub to achieve its planned goals and be sustained long term.
- Education and training approach
- Approach to establishing inclusive self-sustaining initiatives for the community sports hub.
- Approach to programme progress reports, monthly report to be completed, up to date financial records and reports and Pre and Post Project Evaluation

Tender Price

- A breakdown of the cost structure for the project is required by the number of days stated.
- You should clearly show the level of input and amount of time you will devote to the project.
- You should include 'hour', 'unit' or 'day' rates including travel, expenses and other disbursements.
- Please ensure that the person (or persons) involved in the delivery of this project are detailed in the tender. The details provided should include a completed application/CV attached with relevant knowledge.
- In the case of a tender from a non-resident, a statement from Revenue Commissioners confirming suitability on tax grounds.

Tender Procedure

A tender document must be submitted must identify the methods deployed that will achieve the outputs identified for the actions associated with this tender. The tender document is to be laid out as per the headings underneath. All proposals will be scored under Technical Competence and Ideas Presented. All qualified tenderers might be invited for interview.

Tenderers must provide the following information: -

Assessment Criteria

	Criterion	Weighting	Score
1	Contribution of the project to the defined results and outputs of the programme.	30%	60
2	Quality of project design	25%	50
4	Quality of the project and implementation arrangements.	20%	40
5	Value for Money (number of days)	25%	50
	TOTAL	100%	200

- Tenders must achieve a minimum score of 65% in order to qualify for the award assessment.
- A tender scoring the minimum assessment threshold of 130 or above does not guarantee award of a contract.
- A number of the most competitive tenders may be invited to make presentations on their proposals for the purpose of elaboration, clarification and/or aiding mutual understanding.
- An Assessment Committee will assess the project. The Assessment Committee is a sub-committee of Abbeyleix Park Development Committee and it will be assessed as soon as reasonably practical.

Project Budget

The indicative budget for this programme is €24,000 (Inclusive of VAT and any other costs or expenses)

Reporting Structure

The successful tender contract will be with Abbeyleix Vitality Hub as Lead Partner and the main point of contact is John Thompson.

Post Project Evaluation

The successful tenderer will have to undertake a Post Project Evaluation. This is to be submitted with the final invoice.

Communication/Publicity

- The successful tenderer will have to:
- Prepare and produce a minimum of six press releases with photo – beginning, during and at end of the fund. A copy or part of it may be published by Abbeyleix Vitality Hub and Laois Sports Partnership.
- Undertake an opening and closing event. Members of the Abbeyleix Vitality Hub, Laois Sports Partnership and project working partners should be invited to these events.
- Prepare and distribute a newsletter or e-zine with updates of the progress of the different project and key events once during the lifetime of the project to identified stakeholders.
- All participants and attendees at all the activities and programmes are to sign an attendance sheet and pre and post evaluation forms. Templates will be provided.
- Use of the Abbeyleix Vitality Hub, Laois Sports Partnership, Sport Ireland and Dormant accounts fund, logos must be used in all promotional material.

Tax Clearance Certificate

A valid tax reference ID is to be supplied with the tender and when each invoice is being submitted for payment.

VAT

Details of VAT registration are to be supplied with the tender. In the case of non-residents you must supply a statement from Revenue Commissioners confirming suitability on tax grounds. Please note that contracts award to non-Irish Republic residents will be subject to VAT at the Irish rate. Note that the contract values stated above is inclusive of VAT.

Conditions of Payment

Normal commercial conditions will apply.

All original documentation relating to the project is to be forwarded. A report is to be provided on outputs/outcomes/performance indicators/peace indicators achieved with each invoice with back up supporting documentation attached. You will be provided with a template.

Submissions

Please refer to the following items in relation to the acceptance of tenders:

- Any tender received after the closing date/time will **NOT** be accepted in any circumstances.
- Tenders **MUST** be returned by e-mail in the form of an attached PDF and with the subject line **“Tender for the Community Sports Hub Programme Coordinator”**
- Tenderers are required to keep tenders valid for acceptance for a period of 60 days from the closing date for receipt of tender.
- The Tenderer is fully responsible for the safe and timely delivery of their Tender.
- You will be provided with a acknowledgement email seven days after the closing date.

Please Note

Additional supporting information can be included in appendices including samples of previous relevant work, together with client recommendations.

Before a contract is awarded, the successful contractor will be required to produce a valid, current Tax Clearance Certificate and a valid certificate of Professional Indemnity Insurance prior to commencement of the contract.

Persons who tender will not be entitled to claim any costs or expenses, which may be incurred in preparing their Tender whether or not it is successful.

Tender Evaluation Procedure

Tenders will be evaluated on the information provided at the time of tender. Qualifying tenders might be invited to interview, and all tenders will be advised of outcome of their proposal following this process.

Tendering organisations should seek to clarify any points of doubt or difficulty relating to the tender documentation before submitting their tender. Please contact John Thompson by email at info@AbbeyleixVitalityHub.ie should you require clarification. No clarifications will be given **after Friday 9th Feb 2024**.

Abbeyleix Vitality Hub, C/O The Secretary, Marie Thompson, Ballytarsna, Abbeyleix. R32P8R2

Closing Date is 4pm Friday 9th Feb 2024