

Invitation to Tender

Age & Opportunity Active Programme Trainer Panel

Closing date for receipt of tender: Thursday 18th November 2021 at 12 noon

Introduction

Age & Opportunity is the national organisation that provides a range of opportunities for older people who want to get more involved in arts and culture, sport and physical activity, civic engagement and personal development.

Our vision is an Ireland where all older people can be more active; more visible; more creative; more connected; more confident; more often.

Our mission is to enable the best possible quality of life for us all as we age.

Tender Outline

Age & Opportunity is seeking tenders from suitably qualified individuals to join a panel of trainers who will, when required, deliver our Active workshops and initiatives to groups of people who are mainly 50 years or over.

Details of the tender are set out in this document which is comprised of four parts:

Part 1: Background information

Part 2: Age & Opportunity's requirements and other considerations

Part 3: Tender process

Part 4: General tender information, terms and conditions

Interested parties should submit a proposal by email to Ciara Dawson, Active Programme Administrator, at active@ageandopportunity.ie by 12 noon on Thursday the 18th of November 2021.

Part 1: Background information

Who we are

Age & Opportunity is the leading national development organisation improving the quality of life of older people. We do this by:

- championing the creativity and value of older people;
- combating stereotypes and negative views of ageing;
- developing inclusive and engaging experiences which respond to the interests and needs of the diverse older adult population;
- developing, testing and measuring the impact of pioneering programmes and approaches;
- making evidence available to policy-makers and service providers;
- working with partners and stakeholders to ensure that Ireland's policies, strategies and programmes are directly informed by the needs and experiences of older people.

Our Programmes

We provide opportunities for older people to be more active, more creative, more visible, more connected, more often, in the following ways.

Age & Opportunity Arts is a dedicated programme which supports the participation and representation of all older people in cultural and creative life in Ireland, demonstrating and celebrating how our creative potential can improve with age. We do this work by supporting and resourcing artists, collaborating with arts organisations and encouraging involvement in arts activities by people all over Ireland.

Age & Opportunity Engage is a programme which offers a range of learning initiatives, courses and workshops for personal development and civic engagement. Our aim is to facilitate participants to develop resilience, build the skills, know-how and foresight to achieve the best quality of life. We believe that people who work directly with older people - or whose work affects the lives of older people - should be conscious of their needs and the value of their participation in society. As organisations become increasingly aware of the contribution of their older employees, customers and clients they will benefit from our bespoke training, facilitation and range of national workshops and courses.

Age & Opportunity Active is the National Sport and Physical Activity programme for older people funded by Sport Ireland and the HSE. The programme is designed to get us more physically active and to participate more in recreational sport. Our Go for Life Games are a national celebration of older people taking part in recreational sport. Every June we run a national event, when over 300 participants representing teams from every county come together to take part in a full day of sport. The event consists of a variety of fun games and sports specifically adapted to be more inclusive of all ages and abilities.

Other initiatives include our very popular PALs (Physical Activity Leaders) training workshops suitable for anyone interested in leading physical activity or sport sessions with their peers and within their community.

PPALs is an adaptation of our core PALs programme aimed at those with an intellectual disability who learn the skills to lead their peers in physical activity.

Our CarePALs initiative offers training to those working or volunteering in day and residential care settings, on how to lead fun and suitable activity sessions with those in their care.

Other initiatives include a telephone mentoring initiative called FitLine motivating those who register with the initiative to become more physically active and to introduce activity into their daily lives. Our Movement Minutes is an online offering delivering "Facebook live" activity sessions 3 times per week as well as offering other on line activities ranging from Tai Chi to yoga and dance.

Read more about our work at <https://ageandopportunity.ie/about-age-and-opportunity>

Part 2: Age & Opportunity's requirements and other considerations

Tender Outline

Age & Opportunity is seeking tenders from suitably qualified individuals to join a panel of trainers for our Active Programme, who will, when required, deliver our physical activity workshops and other initiatives to groups of people who are mainly 50 years or older.

Background

Age & Opportunity has been developing and delivering workshops and initiatives, to promote increased participation of older people in both physical activity and sport, as well as wellbeing and active citizenship, for many years. The PALs (Physical Activity Leaders) initiative has seen more than 2,000 people take part in workshops over the last 20 plus years, and teaches them how to lead their peers in physical activity and sport and within their communities. The initiative is supported by our Active National Grant Scheme which allocates over €300,000 to groups each year, to help them bring more physical activity into their communities, by providing funding for activities and equipment.

We are currently looking for suitably qualified trainers to join a panel for our Active Programme, which we will draw upon for delivery of our workshops and other initiatives when required. Since March 2020 all delivery has taken place online. This will continue until it is safe to engage with older people in-person and we envisage a blended version of workshop delivery into the future. Being accepted onto the panel does not guarantee that you will be offered work by Age & Opportunity, however, when we need trainers it will be offered to panel members only.

Successful panel members will receive a full induction from our Active programme team so that they are acquainted with workshop objectives and content.

Tender Requirements

The role of panel members is:

- Delivery of our PALs workshops to groups of older people;
- Delivery of our CarePALs workshops to both staff and volunteers of care settings;
- Delivery of a variety of workshops/activity sessions that are developed within other Active Programme initiatives and at times with other programme partners;
- Engagement with workshop materials;
- Responsibility for the carriage of workshop equipment as required;
- Ensure all necessary paperwork is completed and returned to Age & Opportunity, e.g. registration sheets, evaluations, screening forms;
- Flexibility regarding delivery times as we have occasional weekend working;
- Ability to advise, inform, motivate and support individuals.

Information to be submitted as part of the tender, should at a minimum address the following elements:

- Trainer profile: capacity, skills and knowledge;
- Recognised qualification in exercise/fitness instruction;
- Experience of delivering physical activity and sport sessions to older people both on line and in-person;
- Current tax clearance details;
- Up to date public liability insurance cover;
- Full drivers licence.

We are looking for an individual who can demonstrate:

- Group fitness facilitation experience, including online experience;
- Excellent communication skills;
- Good team player - most of the workshops are co-delivered with one other person;
- Commitment to promoting well-being and increasing physical activity levels of older people;
- An understanding of positive and active healthy ageing.

Fee

- €400 per workshop delivered within a 125 kilometre radius of applicants home address - i.e. 250 kilometre round trip.
- or €500 per day if the distance is greater than the above.
- A half day rate will apply where there are 3 or less contact hours in person required.
- €60 per hour for online training delivery and €30 per half hour delivery - delivery of sessions will allow for an hour of preparation per session.

Fees are inclusive of VAT. No expenses will be covered by Age & Opportunity.

Part 3: Tender Process

Interested parties should submit a proposal to Ciara Dawson, Active Programme Administrator, by 12 noon on Thursday the 18th of November 2021.

The proposal should provide the following information:

- Three examples of relevant work and training services provided;
- Three references for the above three examples of work – contact number and email. We will not contact your references without letting you know beforehand;
- A short proposal outlining how you plan to meet Age & Opportunity’s requirements as set out in this document;
- An outline of any added value or additional information you think is relevant.

Evaluation Criteria

Tenders will be evaluated on the information provided at the time of tender. Tenders received will be marked out of 100 as follows:

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| • Understanding of tender requirements and approach to tender | 30 |
| • Qualification and relevant experience | 30 |
| • Methodology and approach to group facilitation | 25 |
| • Other, including additional suggestions | 15 |

Based on the above criteria, shortlisted applicants may be asked to meet with Age & Opportunity virtually on Tuesday 30th November to discuss their tender in more detail. Requirements for this meeting will be forwarded on selection.

Age & Opportunity shall notify acceptance of tender to the successful applicants as soon as reasonably practicable and in any event by Tuesday 7th of December. Unsuccessful tenderers will be notified when the appointment of the successful tender has been confirmed.

Closing date for receipt of tender: 12 noon on Thursday 18th November 2021

Return tender to: active@ageandopportunity.ie

Late applications will not be accepted.

Part 4: General tendering information, terms and conditions

Terms of Appointment

The successful Tenderer should be in a position to start work immediately and should have some flexibility to undertake occasional weekend delivery.

Notification of Tender Acceptance

Age & Opportunity shall notify acceptance of the tender to the successful Tenderer as soon as reasonably practicable.

Costs

Age & Opportunity will not be liable in respect of any costs incurred by any Tenderer in the Preparation of tenders in response to this Invitation to Tender or any associated cost.

Tax Clearance

The successful Tenderer must be in possession of a valid tax clearance certificate for the duration of the contract. Such a valid tax clearance certificate from the Irish Revenue Commissioners must be produced by a successful Tenderer before execution of the contract. A valid tax clearance certificate means a tax clearance certificate issued by the Irish Revenue Commissioners. Tenderers not resident in Ireland must make an application to the relevant Tax authorities in their jurisdiction and request a letter confirming that their tax affairs are up to-date etc.

Insurance

The successful Tenderer must produce valid public liability insurance.

Ownership of Documents and Copyright

All materials used by panel members in the delivery of Age & Opportunity courses in connection with this appointment will be considered the property of Age & Opportunity and may not be reproduced or delivered by panel members except with the express permission of Age & Opportunity as part of its programme of work.

Exclusion

Tenderer shall be excluded who:

- is bankrupt or being wound up, whose affairs are being administered by the court, who have entered into an arrangement with creditors or who have suspended business activities;
- is the subject of proceedings for declaration of bankruptcy or insolvency, for an order for compulsory winding up or a court liquidation, or who has a liquidator or receiver appointed over its assets, or for composition with creditors or any other similar proceedings;
- has been convicted of an offence concerning their professional conduct;
- has not fulfilled obligations relating to the payment of social security contributions;
- has not fulfilled obligations relating to the payment of taxes.

False or Misleading Information

Tenderers who intentionally or carelessly supply false or misleading information will be disqualified from this Tendering Procedure on the discovery of such information.

Compliance with Law

Tenderers should be able to provide on demand evidence of compliance with all laws applicable to the provision of the services which are the subject of the Invitation to Tender, and in particular should be able

to produce evidence that they have particular regard for statutory terms relating to minimum pay and any legally binding or sectoral agreements if applicable.

Termination

The contract shall contain provisions reserving to Age & Opportunity the right to terminate any contract awarded if it is not satisfied with the performance by the successful Tenderer of the contract. The satisfaction or dissatisfaction of Age & Opportunity shall be evaluated in the context of the Tenderers proposal set out in Part 3 of this document.

Requirements of Invitation to Tender

Tenders not conforming to the requirements of this Invitation to Tender will not be considered and will be returned to the Tenderer.

Subject to Contract

This Invitation to Tender is not intended to, and does not, create or evidence any legal or binding relationship, obligation or commitment of any nature between Age & Opportunity and any Tenderer. No such legally binding obligation or commitment shall come into being unless and until a formal legal contract is duly executed and delivered by Age & Opportunity and the successful Tenderer.

Disclaimer

This document is for information only and does not constitute, and shall not be interpreted as, an offer for sale, prospectus, or the basis of a contract. Candidates are recommended to read the documents thoroughly. Age & Opportunity reserves the right to discontinue the procurement process at any time. No liability will be accepted for candidates' costs in connection with the procurement procedure, irrespective of the outcome, whether or not the procedure is cancelled or postponed.

