**PART A – Course Detail**

**To be completed by the ETB.**

|  |  |
| --- | --- |
| Course Title |  |
| PLSS Reference/Course Code |  |
| Course Location |  |
| Scheduled Start Date |  |
| Scheduled Finish Date |  |
| Course Recruitment Days Allocated (Charged at Intermediate tutor rate. A tutor is not required to be assigned for non-technical work) |  |
| Development Days Allocated- Subject Matter Expert (SME)- Non SME (Intermediate tutor rate) | Junior: |
| Intermediate: |
| Senior: |
| Number of Tutor Days Allocated  | Junior: |
| Intermediate: |
| Senior: |
| KPI Outcome Payment % |  |

**Note:** All days are converted into hours to facilitate cost calculations of part-time courses and shorter working days (Fridays). **One typical training day is 6 hours** duration for these calculations. Part hours are rounded up to the nearest day. A full-time course with a 1:30 finish on Friday to equivalent to 4x6 + 1x5 = 29 hours (not 31.75 calculated for learner payroll).

**Note:** Daily rates for Tutors can only be paid in respect of actual delivery days[[1]](#footnote-1) and excludes all holidays, bank holidays, etc. System updates may still be needed during extended holidays and must be processed as required (e.g. TACS).

**Note:** Should the assigned Tutors grading change during the delivery of a course (i.e. progress from Junior to Intermediate or Intermediate to Senior); the daily Tutor rate will not be revised. The Tutor daily rate paid will be as per the course contract. The ETB may set the required tutor (Junior/Intermediate/Senior), and the contractor may not charge the higher rate without the agreement of the ETB even if they cannot source the stipulate tutor.

**PART B – Course Recruitment, Development, Management & Administration, Tutor, Technical Sub Contract Costs, Receipted Expenses Quotation**

**To be completed by the contractor.**

|  |  |
| --- | --- |
| Course Recruitment *(if appropriate)*<enter number of days allocated> x 6 hours per day x Intermediate tutor rate | € |

|  |  |
| --- | --- |
| Development Cost (Subject Matter Experts/Non SME) *(if appropriate)*<enter number of hours allocated - Junior> x (Tutor Per Day Cost/6)<enter number of hours allocated - Intermediate> (Tutor Per Day Cost/6)<enter number of hours allocated - Senior> x (Tutor Per Day Cost/6)<enter number of hours allocated - Non SME> x (Intermediate Tutor Per Day Cost/6)Note: 6 hours = one working day | €€€€ |
|  | € |

|  |  |
| --- | --- |
| Tutor Costs<enter number of hours allocated - Junior> x (Tutor Per Day Cost/6)<enter number of hours allocated - Intermediate> (Tutor Per Day Cost/6)<enter number of hours allocated - Senior> x (Tutor Per Day Cost/6)Note: 6 hours = one working day | €€€ |
|  | € |

|  |  |
| --- | --- |
| Technical Sub Contract *(if appropriate)*Cost  |  € |

|  |  |
| --- | --- |
| KPI Outcome Payment *(if appropriate)* |  € |

Receipted Expenses Quotation

* This completed template must be submitted by the contractor to the ETB prior to the contract issue. All quotations, as required, must be attached to the template.
* **NO** Procurement can take place without prior approval from the ETB. The lowest cost option must always be selected unless otherwise approved by the ETB.
* Approval from the ETB for the procurement of expenses must be via written communication only.
* Requirements for quotes must comply with the ETBs procurement rules for the number of quotes required. Rules for aggregation of receipted costs apply only within the individual contract.
* Sole suppliers of goods or services must be identified, and a justification of same be supplied. Evidence of negotiation on price for sole supplier services must be supplied with this submission.
* It is imperative that the Contractors ensure value for money is being achieved when securing quotes.
* All applicable Quotations must be valid at the date the order is issued.
* Bulking of items is not appropriate. All costs incurred must be assignable to each contracted event. Grouping of items by the learner for quotes is recommended.
* All quotes must be inclusive of VAT where appropriate.
* **Non-compliance with procurement regulations is a material breach of contract**.

Premises Costs

Where possible, the hire cost of premises should include all of the necessary equipment and facilities needed to deliver the course. (For example, if PCs are required, tables, chairs, PCs, printers, internet access etc. should all be included in the list of equipment supplied).

Premises rental must be operated using ‘Arm’s Length Transaction’ principles and must ensure value for money.

Where the contractor supplies the premises for the contract with the approval of the ETB, the cost charged for that premises should be in-line with of the general cost for rental of similar premises in the region.

|  |  |  |  |
| --- | --- | --- | --- |
| Description of the Premises and Equipment supplied in the facility | Premises Name & Address | Cost per week/day | Supplier’s Premises (Y/N) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Total Premises Cost for the duration of the course: € |

###

### Certification Costs

Use of the SOLAS Technology Enhanced Learning Supports, the ETB’s QA agreements and any other cost consolidations should be considered prior to incurring this category item.

|  |  |  |  |
| --- | --- | --- | --- |
| Certification Title | Awarding Body | Cost per client | Maximum number of repeat assessments facilitated in the contract |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |

|  |
| --- |
| Certification Cost: € |

###

### Equipment Costs

Any item with a value >€1,000 must be procured under capital appropriation rules.

Equipment should be hired where possible (subject to the procurement directives[[2]](#footnote-2)).

|  |  |  |
| --- | --- | --- |
| Description(specification including rental or purchase options) | Quotations | Suppliers[[3]](#footnote-3) |
|  | € |  |
| € |  |
| € |  |
|  | € |  |
| € |  |
| € |  |

|  |
| --- |
| Equipment Cost: € |

###

Sundry Items - Budget allocation of €1,000 for the procurement of small value items . These do not require evidence of quotation or receipt. The items must be purchased and are subject to spot-checking.

### Sundry Expenses

Max value allowed for sundry expenses is €1,000. Receipts or quotations are not required. However, the items under this heading must be purchased for the contract, and only the actual spend may be claimed. Sundry Expenses cover items such as paper, stationery, teas/coffee and other comfort items for learners. ETBs may check verification of spending during visits to the course.

Describe what items will be purchased under this heading for this contract:

|  |
| --- |
| Description (specification) |
|  |
|
|

|  |
| --- |
| Sundry Expenses: € |

### Consumables Costs

When requesting quotes, make sure that they can be assigned by learner or by course, like PPE or resources examples. Do not over order and maintain high levels of stock. Look for “Just in Time” delivery and supply opportunities.

|  |  |  |
| --- | --- | --- |
| Description (specification) | Quotations | Suppliers[[4]](#footnote-4) |
| PPE | € |  |
| € |  |
| € |  |
| Client resources (books, personal equipment, etc.) | € |  |
| € |  |
| € |  |
|  | € |  |
| € |  |
| € |  |

|  |
| --- |
| Consumables Cost: € |

###

### Other Costs

|  |  |  |
| --- | --- | --- |
| Description (specification) | Quotations | Suppliers[[5]](#footnote-5) |
|  | € |  |
| € |  |
| € |  |

|  |
| --- |
| Other Cost: € |

###

M&A fees are calculated as 20% of tutor costs plus receipted expenditure and 15% of Technical Sub-contracting cost. M&A fee excludes premises costs. M&A is a maximum budget at the contract design stage. The final M&A fee will be based on actual expenditure on tutors and receipted expenses.

### Per Learner Fee

There is an allowance of €10 per learner up to a max of €1,000.

|  |  |
| --- | --- |
| Number of Learners: | Per Learner Fee total: € |

|  |
| --- |
| M&A Cost: € |

|  |  |
| --- | --- |
| **Signed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contractor** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

**PART C – Technical Sub Contract**

**To be completed by the contractor** *(if appropriate)*.

Where the technical subcontract is not a sole provider, the appropriate number of quotes must be submitted in compliance with ETB Procurement rules. If the technical sub contract is a sole supplier, the contractor must negotiate with the technical subcontractor to ensure value for money is being achieved.

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Course Location | PLSS Reference/ Course Code | Schedule Start Date |
|  |  |  |  |

|  |  |
| --- | --- |
| Technical Sub Contract Cost | € |

|  |
| --- |
| Category of Technical Sub Contract[[6]](#footnote-6) |
| Intellectual Property 🞎  | Facilities 🞎  |
| Cost barrier to entry🞎 | Technical Expertise 🞎 |
| Time barrier to entry🞎 |  |

|  |
| --- |
| Provide justification for this course being categorised as a Technical Sub Contract: |

|  |
| --- |
| Detail the service being provided by the sub-contractor. Include information on premises, equipment, tutoring, resources and any other element supplied. Also list what the subcontractor is not supplying:  |
| **Service being supplied:** |
| **Service exclusions:** |

|  |
| --- |
| Detail the negotiations that have taken place with other Suppliers regarding this course: |

|  |
| --- |
| Detail why this Supplier was selected and why the quote is appropriate to the service required: |

|  |  |
| --- | --- |
| **Signed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contractor** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

**PART D – Invoicing Schedule**

**To be completed by the contractor.**

|  |  |  |
| --- | --- | --- |
| Invoice Schedule Date | Expected Value of Invoice | Type (Receipted Expenses, Technical Sub Contract, Fees) |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |
|  | € |  |

**PART E – Contractor Declaration**

**To be completed by the contractor.**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Course Location | PLSS Reference/ Course Code | Schedule Start Date |
|  |  |  |  |

|  |
| --- |
| State any involvement, business or otherwise, with any of the Suppliers who have provided quotes. |

I hereby declare that:

1. Insurances are in place for the duration of the course as follows:

Employer’s Liability - €12.7 million, Public Liability - €6.5 million, Professional Liability - €1 million.
The Insurance Policy end date is <enter date>.

1. Unless otherwise directed by the ETB quotes have been obtained in line the 2004 Guidelines on conducting an appropriate competitive process under national rules and revised EU public procurement Directives[[7]](#footnote-7)
2. All quotes submitted are inclusive of VAT where appropriate.
3. Any sub-contractor[[8]](#footnote-8)(s) you intend to use to provide any of the service provision or are relying on to support the service provision has completed[[9]](#footnote-9) the European Single Procurement Document (ESPD) and submitted to the ETB.

I hereby declare that the information provided by me this Declaration is correct and accurate.

I agree that failure to declare any conflict of interest or registrable interest or failure to comply with requirements of the Framework and Course Contract may result in the termination of services.

|  |  |
| --- | --- |
| **Signed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contractor** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

**PART E – Fees and Expenses Check**

**To be completed by the ETB.**

|  |  |  |  |
| --- | --- | --- | --- |
| Course Title | Course Location | PLSS Reference/ Course Code | Schedule Start Date |
|  |  |  |  |

|  |  |
| --- | --- |
| Fee calculations submitted by the contractor are correct. | Yes 🞎 |

|  |  |
| --- | --- |
| Course Recruitment | € |
| Development Cost (Subject Matter Experts/Non SME) | € |
| Management & Administration Cost | € |
| Tutor Costs | € |

|  |  |
| --- | --- |
| Technical Sub Contract Costs submitted by the contractor are correct. | Yes 🞎 |
| The correct number of quotes (if appropriate) has been submitted by the contractor in respect of Technical Subcontract. | Yes 🞎 |

|  |  |
| --- | --- |
| Technical Sub Contract  |  € |

|  |  |
| --- | --- |
| Receipted Expenses calculations submitted by the contractor are correct | Yes 🞎 |
| The correct numbers of quotes have been submitted by the contractor for each category of Receipted Expense and are valid for the expected purchasing date. | Yes 🞎 |

|  |  |
| --- | --- |
| Premises Costs  | € |
| Certification Costs | € |
| Equipment Costs | € |
| Consumables Costs | € |
| Other Costs |  € |
| Sundry Costs | € |

|  |  |
| --- | --- |
| Fee calculations for the Per-learner fee are correct. | Yes 🞎 |

|  |  |
| --- | --- |
| Per-Learner fee | € |

|  |  |
| --- | --- |
| Maximum KPI Outcome Payment[[10]](#footnote-10) | € |

|  |  |
| --- | --- |
| The Contractors Declaration has been signed | Yes 🞎 |

|  |  |
| --- | --- |
| **Signed:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Contracted Training Officer** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

|  |  |
| --- | --- |
| **Approved:****\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****ETB Budget Holder**  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date** |

1. This may differ from the course schedule which could include holidays. E.g. a 20 day course could be scheduled over

Easter and be on the system for 25 days, in this case, only 20 days can be claimed. [↑](#footnote-ref-1)
2. <http://www.esf.ie/en/ImageLibrary/Repository/Files/ESF-CA-Circular-1-2012-ESF-Eligibility-Rules-2007-13.pdf> [↑](#footnote-ref-2)
3. Where a single Contractor is used; justification and negotiation to be attached. Where a framework is used note the framework reference ID. [↑](#footnote-ref-3)
4. Where a framework is used note the framework reference ID. [↑](#footnote-ref-4)
5. Where a framework is used note the framework reference ID. [↑](#footnote-ref-5)
6. Unique Contractors may be identified where they own the Intellectual Property of a specific course/ programme or certification. A unique Contractor may also be categorised by the ETB where they are supplying facilities or technical expertise that are specialised and/or have a significant “cost or time barrier to entry” for the preferred Contractor. [↑](#footnote-ref-6)
7. <http://www.etenders.gov.ie/generalprocguide.aspx> (Dec 2015) [↑](#footnote-ref-7)
8. Contractors are required to immediately advise the ETB if the personal circumstance of a Sub Contractor changes (whether any of the excluding circumstances listed in Article 57 of Directive 2014/24/EU apply). [↑](#footnote-ref-8)
9. If the ESPD was completed in respect of the Sub Contractor(s) at the Pre-Qualification Stage, this requirement is not applicable (subject to footnote 9 above). The ESPD is only required to be completed the first time a Sub Contractor is used and is not required for subsequent contracts (subject to footnote 9 above). [↑](#footnote-ref-9)
10. Up to 20% of element 1 and element 2 cost components combined to a maximum of €20,000. [↑](#footnote-ref-10)