



Request for Tenders

For

A programme of training events for Early Childhood Providers and their staff, Early Childhood degree course undergraduate lectures and a specialist masterclass to Early Childhood tutors and trainers in best practice food allergen management

Safe Food
7 Eastgate Avenue
Eastgate
Little Island
Cork
15th May 2015

Request for Tenders

1. Introduction	3
2. Background	4
3. Objectives	5
4. Details of requirements	6
5. Evaluation of Tenders	7
5.1 Qualification Criteria	7
5.2 Award Criteria	7
6. Information Required	8
7. Conditions of tender	9

1. Introduction

safefood invites tenders from suitable parties to prepare and deliver a programme of training events for Early Childhood Providers and their staff, lectures to undergraduate students of Early Childhood degree courses and a specialist masterclass to Early Childhood tutors and trainers, in best practice food allergen management, in accordance with the requirements specified below in Section 4. The programme is funded by **safefood**.

safefood was established in 1999 under the British-Irish Agreement Act (1999), and is one of the six North-South Implementation Bodies jointly regulated by the British and Irish Governments.

The remit of **safefood** is to promote awareness of food safety and healthy eating issues on an all-Ireland basis, which includes the commissioning and funding of relevant research, the development of monitoring and surveillance procedures, the coordination of scientific cooperation including identifying and establishing laboratory linkages, public education and awareness campaigns, and the publication of independent reports of interest to consumers and other key stakeholders.

An Advisory Board and a Scientific Advisory Committee with prominent members drawn from both Northern Ireland and the Republic of Ireland supports the Chief Executive Officer.

The Headquarters are located at 7 Eastgate Avenue, Eastgate, Little Island, Co. Cork, with an additional office in the Irish Life Centre, Abbey Court, Lower Abbey Street, Dublin

The Request for Tender relates to the provision of services at different locations on the island of Ireland. It will also necessitate close liaison with **safefood** personnel during the delivery of the proposed training programme.

For more information on **safefood**, please see our web site at www.safefood.eu.

2. Background

The management of food allergens is something that Early Childhood Providers cannot ignore and it is highly likely that most providers now count children with food sensitivities (food allergy, food intolerance or coeliac disease) among their charges.

There is no cure for food sensitivity. Therefore, management is based on avoiding the food that causes the illness in the first place. The symptoms can range from mild stomach upset that develops over time to an immediate and possibly life threatening anaphylactic reaction in the case of a severe food allergy (fortunately, fatal allergic reactions are exceedingly rare among young children.) Early Childhood Providers cannot afford to ignore the issue of food sensitivity and must demonstrate competence in food allergen management in order to assure parents that their food sensitive children can be well protected.

To achieve this level of protection, both Early Childhood Providers and their staff need to be fully trained in best practice food allergen management specific to an early childcare setting. While all food allergen management is predicated on avoidance, the early childcare environment is unique and presents a distinct set of challenges. Consequently, training for Early Childhood Providers and their staff needs to be tailored to their specific needs given the environment in which they operate.

3. Objectives

To deliver a programme of training events on food allergen management in an early childhood environment that will include, but not necessarily be limited to, the following elements:-

- Food allergens including their use in non-food commodities
- All aspects of food allergen management
- Impact on nutrition
- Impact on child (and parent) psychology
- Food allergen management plans
- Emergency procedures
- Medication
- Precautionary measures
- Consent and responsibility issues

4. Details of requirements

The successful tenderer will be contracted to deliver a programme of training events on food allergen management in an early childhood environment. This will contain the elements as set out under 'Objectives' above.

The training will adhere to the following format:

- a) A 'learning by doing' format will be followed for Early Childhood Providers and their staff on best practice food allergen management;
- b) A PowerPoint-based lecture will be used to deliver a lecture on best practice food allergen management to undergraduate students on Early Childhood degree courses;
- c) A PowerPoint-based lecture will be used to deliver a specialist masterclass on best practice food allergen management to Early Childhood tutors and trainers.

The following deliverables are required:

- a) Five training events for Early Childhood Providers and their staff on best practice food allergen management at five specified venues, two in Dublin and one each in Cork, Athlone and Sligo;
- b) Five 1-hour PowerPoint-based lectures to undergraduate students in Early Childhood degree courses on best practice food allergen management at five specified venues, two in Dublin and one each in Cork, Athlone and Sligo;
- c) A single specialist masterclass on food allergen management to Early Childhood tutors and trainers at a specified venue in Dublin.

The indicative timeline and timings for the deliverables are:

- a) All elements of the training to be delivered preferably between Monday 12th October and Friday 23rd October 2015;
- b) The training events for Early Childhood Providers and their staff will take place during a 3.5-hour period between the hours of 18:30 and 22:00;
- c) The 1-hour lectures for undergraduates will take place between 10:00 and 13:00;
- d) The specialist masterclass on food allergen management for Early Childhood tutors and trainers will take place on a specified afternoon between 15:00 and 17:00.

5. Evaluation of Tenders

5.1 Qualification Criteria

Tenderers will be initially evaluated by reference to the following qualification criteria:

- a) Addressing in full the requirements set out in this document including a stated ability to meet all requirements;
- b) Demonstrate previous experience in the development and delivery of training course(s) on food allergen management in an early childhood environment;
- c) Inclusion of all information requested.

Only those proposals, which satisfy all of the above qualifying criteria, will be eligible for further evaluation.

5.2 Award Criteria

The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous tender by applying the following award criteria:

- a) Comprehensive understanding of requirements in relation to the provision of requirements;
- b) Proven experience;
- c) Reference sites;
- d) Overall cost of the proposal on offer.

Award of contract may be subject to successful presentation and clarification meeting. It would be essential that the key personnel assigned to this contract should be available and present at this meeting, the details of which will be decided by **safefood**.

6. Information Required

All tenders must include the following:

- a) Full name of business/institution and contact details including business name and telephone number, full address, telephone number, web site address (where available) and contact person dealing with this request (including contact details);
- b) Full details of staffing levels (full-time and/or part-time), if any, proposed to deliver the tender requirements;
- c) Name of the designated individual with overall responsibility for delivery of the tender requirements (and details of relevant prior experience if different from the tenderer);
- d) Details of at least two existing/previous customers where similar services have been provided;
- e) The full cost of the proposal including any appropriate breakdown. Costs should be submitted in Euro only and VAT should be stated separately.

7. Conditions of tender

- a) **safefood** requires that all information provided pursuant to this invitation to tender be treated in strict confidence by tenderers;
- b) Information supplied by tenderers will be treated as contractually binding. However, **safefood** reserves the right to seek clarification or verification of any such information;
- c) Before any tender is awarded, the successful tenderer will be required to provide a valid Tax Clearance Certificate from their Revenue Commissioners;
- d) **safefood** will not be liable in respect of any costs incurred by tenderers in the preparation of proposals or any associated work effort;
- e) Any conflict or potential conflict of interest must be fully disclosed;
- f) The tender should be emailed to jmcintosh@safefood.eu on or before 5pm on Friday 19th June 2015;
- g) Applicants may be required to attend a presentation / clarification meeting during the week commencing 29th June 2015;
- h) Tenders delivered late will not be considered. In addition, incomplete tenders may be rejected;
- i) Any queries should be emailed to jmcintosh@safefood.eu;
- j) Tenderers are advised that any responses supplied in respect of further information requested will be distributed to all other parties who have participated in this Request for Tender;
- k) The decision of **safefood** will be final.