

**TENDER FOR: Event Management of the Primary Science Fair with an option to include Event Co-ordination of the Primary Science Fair Clarifications Request**

**Clarifications issued 13/04/2018 Response**

how many companies you are inviting?

the tender is publicly available on our website and has also been issued directly to approx. 15 event management/production companies

are you seeking an alternative provider through this tender exercise?

We will be scaling up the Programme considerably in 2019 and beyond, and so the tender is different to previous tenders issued, and to that of the contract in place with the current provider. previously. The current contract comes to an end after the PSF Belfast Event in June 2018. This ITT includes the option for provision of a position based within the RDS team in addition to the external event management services. As the project is scaling up in 2019 with a full Dublin standalone Fair, this is an open call for proposals to secure up to a 3 year contract for the service, and this is also in line with procurement practice in RDS given the scale of the project.

Should I base my tender on the Dublin Fair being a stand alone event, rather than attached to the BTYSE?

The Dublin Fair will take place as a standalone Fair in March 2019. The Dublin Fair will no longer taking place alongside the BT Young Scientist and Technology Exhibition

Are mileage expenses on travel days and accommodation costs covered by RDS separate to the Event Management Fee. Or should I factor these expenses into the tender price?

All mileage/travel costs should be included in the proposal

Could you advise if the twelve workshops and the one day conference will be entirely new events or will have been run before?

The twelve workshops and the one day conference are based on the format and approach of the RDS STEM Learning Conference which has run in 2015, 2016 and 2017. The date for the proposed conference is TBC

In relation to the RDS STEM Learning Conference, would the organisation who wins the tender have any involvement in collating copy and images for the 240 page Teachers Pack?

Yes this would be part of the Coordinator Role

On the list of items to be included with our proposal is: "Details of the escalation procedure" Would you be so kind as to clarify what this refers to please?

Submissions should outline organisational structure and identify the individual, and their contact details, to whom matters requiring escalation, for example, disputes, should be addressed and within what timeframe a response would be provided.

Are you in a position to give an indication of the budget that the RDS Foundation have in mind for each of the events - the Dublin Fair, Limerick Fair, Belfast Fair, the twelve workshops and the conference? And/or do you have a budget in mind for the body of work covered in the invitation to tender?

The project budget would not be indicated until a later stage in the tender process

• Schedule 1A includes 'sourcing the industry/educational exhibitor stands according to agreed KPIs' - can you please provide information on whether a list would be provided by RDS for the supplier to liaise directly with thereafter, or if this would also include research to find appropriate options? Can you also please provide an outline of the quantity and range of exhibitors anticipated for Belfast, Dublin & Limerick, and/or the KPIs that may be in place for this element.

The RDS would provide a list of appropriate organisations for the supplier to liaise with and secure in the first instance in year 1. We expect approx 20 organisations in Belfast and up to 40 organisations in Dublin in 2019 but this would be TBC on the final site plan for each Fair. There would not be any exhibitor stands at the 2019 Limerick Fair due to space constraints. In year 2 and 3 we expect that the supplier would build on the organisations engaged for year 1, and potentially recommend additional organisations for year 2.

In Schedule 1A, the tender requests that the tenderer would develop, provide and manage Child Protection Processes - according to Child First National Guidance and RDS Child Protection Policies. Can you please provide further information as to the scope and responsibility required within this task, and provide the referenced policy.

The RDS is undertaking a Child Protection Audit of the Fair and the processes surrounding the Fair. The Audit will make recommendations on approaches and processes necessary to be implemented to ensure the Fair is in compliance with the Child First National Guidelines and RDS Child Protection Policy. It is expected that the supplier will adhere to, and where appropriate, develop and manage processes in close liaison with the RDS. For example the Event Coordinator position will be responsible for the Garda Vetting of all individuals involved in the Fair under RDS vetting procedures.