



Request for Proposal:

Organisation and delivery of 20 x 1-day work experience placements

Issued: Wednesday, 14 February 2018

Responses to be received no later than noon on Wednesday, 28 February 2018

All correspondence to The Annex, 13 Pump Street,
Derry, BT48 6JG - fiona@makematic.com

MakeMatic is an educational content company based in Derry~Londonderry, creating innovative professional learning content for teachers through the use of high impact short videos.

THE PROJECT

As part of the Urban Digital Futures project, in partnership with Belfast City Council and the Urban Villages Initiative, we are seeking to appoint a suitably qualified individual, team or organisation to organise 20 x 1-day work experience placements for Post Primary school students in Belfast.

These placements should take place between April 9 and May 31 2018 and must include companies, in the Greater Belfast area, from each the following sectors.

- Business and professional services
- Financial services and fintech
- Creative and digital
- Clean tech
- Cyber security
- Tourism
- Advanced engineering
- Life and health sciences

SERVICES REQUIRED

1. Attendance at a project initiation meeting in Derry-Londonderry
2. Delivery of project plan within 10 days of appointment
3. Organisation and delivery of 20 x 1 day work experience placements for pupils from Belfast post-primary schools
 1. Placements must take place between April 9 - May 31 2018
 2. Recruitment of participating companies to include all identified sectors listed above
 3. Liaison with schools/teachers to facilitate each placement

Please note: For the avoidance of doubt, the successful bidder will be responsible for arranging, organising and managing ALL ASPECTS of the work experience placements with the exception of identifying participating schools.

4. Delivery of a detailed post-project evaluation within 10 days of the final placement.

As a condition of contract, the successful bidder will also provide in due course, evidence of;

- AccessNI Checks where relevant
- Written Children Protection, Data Protection and Safeguarding policies and procedures
- Relevant and appropriate insurances (eg Public Liability/Indemnity etc)

FORM OF PROPOSAL

Please forward your proposal, inclusive of all costs, via email to fiona@makematic.com by NOON on Wednesday 28th February.

Please reference WORK EXPERIENCE DELIVERY in the subject line

1. You **MUST** include a BRIEF summary of relevant experience and/or similar projects undertaken. This summary should not exceed 2 pages (A4) in length but may include web links to further information, examples or testimonials.
2. You **MUST** include a BRIEF, high-level project plan including key staff, project management process and delivery deadlines. This overview should not exceed 3 pages (A4) in length.
3. Please ensure that each of the required elements (including, for example, staff travel costs) are fully represented in your quotation as no additional costs will be payable.
4. Please note within your quote details of proposed payment terms and where VAT is applicable.
5. Additional placements **may** be added over time, so please also include, if possible, indicative costs expanding the project beyond the 20 x initial placements.

All quotations should be valid for a period of at least 30 days from the date of submission.

Quotations received after the deadline will not be considered. All enquiries should be addressed to Fiona Corvan via email to fiona@makematic.com

Please note that Makematic is under no obligation to accept the cheapest, or any, quotation and that all quotations will be assessed on the basis of both cost and the expertise of the individual or team.