

Grace Park Educate Together National School

Child centred, Equality-Based, Co-Educational, Democratically Run



Request for Tender for After-school Childcare Services

Date of tender issue: 27/11/2023

Introduction

Grace Park ETNS invites responses to a *Request for Tender* for the supply of after-school childcare services to parents/guardians of our children. The school currently facilitates a service provider and is retendering as part of good procurement practice.

Instruction to Tenderers

Closing Date for Submission of Tenders

Closing date for receipt of completed tenders is 5.30pm on January 19th by soft copy to paulknox@graceparketns.com . All tenders will receive a confirmation email. Please email if this is not received. The ranking of tender proposals will be communicated in early February, and confirmation of acceptance of tender by the successful service communicated thereafter.

Conflict of Interest

Any registered interest involving the Tenderer and Grace Park ETNS, their staff, Board of Management and Patron or relatives must be fully disclosed in response to this Request for Tender (RFT) or should be communicated to Grace Park ETNS immediately upon such information becoming known to the Tenderer. In any case the information must be made known before the award of the contract. The terms “Registered Interest” and “Relative” shall be interpreted as per Section 2 of the Ethics in Public Office Act, 1995. Failure to disclose a conflict of interest may disqualify a tenderer or invalidate an award of contract, depending on when the conflict comes to light. Any other conflicts of interest must be fully disclosed to Grace Park ETNS.

Confidentiality

All documentation disclosed or furnished by the school to the Tenderers during the course of this competition is:

- (a) furnished for the sole purposes of replying to this RFT only;
- (b) may not be used, communicated, reproduced or published;

- (c) shall be treated as confidential by the Tenderer and by any third parties engaged or consulted by the Tenderer;
- (d) must be returned immediately to Grace Park ETNS upon cancellation or completion of this Competition, if so requested by Grace Park ETNS

Environmental, Social & Labour Law.

The successful Tenderer will have to comply with all applicable obligations in the field of environment, social and labour law that apply in Ireland, including but not limited to the transfer of undertakings (TUPE).

Pricing

Tenderers should note that, if the contract is renewed, rent may be increased on the first anniversary of the effective date of the contract and on subsequent anniversaries of the effective date thereafter.

Tax Clearance

Prior to the award of any contract, the successful Tenderer will have to provide its Tax Clearance Access Number and Tax Reference Number to facilitate verification of their tax status.

Insurance

The successful Tenderer shall be required to hold for the term of the contract the following insurance:

- Employers Liability
- Public Liability

Regulations regarding in-school childcare

School age service providers are required to register their school age service with Tusla by completing the online registration process in order to comply with The Child Care Act 1991 (Early Years Services) (Registration of School Age Services) Regulations 2018.

All tenders can be submitted as a single word document with headings and numbered headings as per selection criteria.

Grace Park ETNS is a co-educational and equality-based school based on the grounds of All Hallows, DCU. We have 16 mainstream classrooms with an enrollment of 421 children. In Grace Park ETNS, we:

- Aim to provide an excellent education that is respectful of all, regardless of belief system, race, ethnicity, class, culture, gender, language, lifestyle and ability.
- Believe, every child will learn in an inclusive, democratic, co-educational setting that is committed to enabling and supporting each child to achieve their full potential while at the same time preparing them to become caring and active members of a culturally diverse society.

The school currently has an after-school care service. This has run since the establishment of the school.

Our Vision and Ethos

Educate Together schools differ from other schools in that we have a unique ethos. The ethos describes the spirit and character of the school. It permeates all the activities of the school day and enables a strong sense of community and social cohesion within the school. Our goal is to ensure that the individuality of each child is respected and that individual differences are celebrated, acknowledging the right of each child to an environment in which they can grow and learn safely. The vision for our school is that we will 'live out' the core principles set out below and seek to create and maintain an ethos that encapsulates these principles.

The Equality-Based Principle

- Grace Park ETNS is an Equality Based primary school that enables equal access to the school. Children of all social and cultural groups, and of all religions and non-religious backgrounds, are equally respected and welcomed.

The Co-Educational Principle

- All children are encouraged to fulfil their potential in a school that is committed to equal opportunities for girls and boys.

The Child-Centred Principle

- The school offers a child-centred curriculum in which the teacher guides and facilitates the child's learning through both formal and informal methods and encourages the child's active participation in his/her learning. Each child's individual needs are considered and he/she is encouraged to learn at an appropriate pace.

The Democratically-run Principle

- The school is managed by the Board of Management under the guidance of the Educate Together National Office regarding matters of ethos. Grace Park ETNS has an active Parent Teacher Association and a dedicated staff upholding a cohesive set of values that encapsulate the school ethos. On an on-going basis, parents are encouraged to take an active part in their children's learning under the professional guidance of the teacher.

Children are the centre of our school. It's important that all members of the school community are fully knowledgeable regarding our unique ethos which we are very proud of.

Facilities

The following facilities are what is being made available from 1.20 pm. until 6.30 pm

- Classrooms as required up to a maximum of two
- Storage space (to be agreed)
- Kitchenette facilities in PE hall (for hot food if required)
- Outdoor play facilities

The school has rental fees set out for facilities. See below. All of the above are included as part of the classroom rental fees.

Area	Classroom	Hall*
Hourly rate	20e	35e
10 hours + a week discount	10%	20%
Long term discount e.g., a school year	20%	20%
Discount Voluntary, community groups and staff classes for school children	10%	10%

It is envisaged that the use of one classroom per month will average a cost of 1,300e (which includes all applicable discounts)

If the hall is required, this is at an additional cost based on rental rates, and must be indicated in the tender document. Please use this information to respond to the selection criteria 10 below.

Selection Criteria

All proposals will be assessed by Grace Park ETNS under the following criteria, please refer in your application to each heading and use the numbering below.

1. Experience providing this service in a school setting please indicate schools / years of service in a school setting - and provide references. Please detail how your service engages with and shows flexibility, care and awareness of a school based setting.
2. Show an understanding of playful learning pedagogy and how it is implemented including outdoor play.
3. Inclusion of Special Educational Needs
4. Show how behaviour and other needs are supported in the service and how parents are communicated and supported in this
5. Illustrate how complaints and other issues between the service, school and parents/guardians are dealt with sample outline / policy of a clearly documented communication process between parents/guardians and the afterschool with details of the expected timeline for responses.
6. Illustrate the cost to parents being as competitive as possible (sample pricing for various care options included for review)
7. The provision of a sibling hour (1.20 - 2.20) and cost
8. Sample daily timetable for the provision of services please include a sample daily timetable for the provision of services
9. Provide quality hot food to children for the after schools portion of service and provide one weeks sample menus
10. Rent amount provided to school or structure of how rent is calculated by service e,g confirmation of acceptance of schools outline or if an alternative model is used specify this - and what space is required within this proposal
11. Facilitation of child care subsidy
12. Ability of staff to bring children to and from other in-school activities such as ECAs, Karate, Ballet etc
13. Ability to offer the services for all foreseen days off, half days and early closures in the school calendar, as well as Mid-term breaks, Easter and summer.

14. Adherence to child protection, health and safety and other regulatory requirements

The successful tenderer will have two weeks from the offer to accept the tender. The successful tender will enter into a service level agreement for an 11 month period on a rolling basis for 4 years with Grace Park ETNS setting out the terms on which it will provide its services to the school.