



REQUEST FOR TENDER (RFT)
MULTI-LOT FRAMEWORK AGREEMENT

Festivals Connect – Training and Skills Development for Festival Makers

(Delivery: November 2026 – June 2027)

Provision of: Multi-Lot Framework Agreement for the delivery of Training and
Skills Development for Festival Makers

Number of Lots: 5

Tender reference: 9206250

Part I:	Tender Information
Part II:	Tender Response

Date of issue:	Friday 2nd October 2026
Deadline for receipt of queries/clarifications:	Friday 16th October 2026 5pm
Deadline for receipt of tender submissions:	Friday 23rd October 2026 5pm

• PROJECT/TENDER BACKGROUND AND SCOPE – SPECIFICATION AND REQUIREMENTS:

1. Overview:

Create, the national development agency for collaborative arts, invites individuals, organisations, or consortia with relevant skills and experience to apply for inclusion on a multi-lot framework agreement. The framework will cover the delivery of a Training and Skills Development programme for the festival sector, with a focus on festivals in Northern Ireland and the border counties of Ireland.

This is a multi-lot framework tender. The framework is divided into 5 lots, to enable different pieces of work to be delivered by contractors, suppliers, teams, or consortia expert in the field for each lot. Tenderers may apply for one lot, several lots, or all 5 lots, and should clearly state which lot(s) they are applying for in Section 1 of Part II of their submission document.

About Create:

Create is Ireland's national development agency for collaborative arts. Our work initiates cross sectoral national and international partnerships which support artists and communities to co-create work of depth, ambition and excellence. Our mission is to lead the development of collaborative arts practice by enabling artists and communities to create exceptional art together. As a resource organisation we offer supports for artists working in social and community contexts. These include professional development, mentoring, project development support, commissioning and project opportunities as well as research and training.

About Festivals Connect:

The Festivals Connect programme is led by **Create**, in partnership with the **British Council**, with from the cooperation of the **Arts Council of Northern Ireland** and the **Arts Council of Ireland**, supported by **PEACEPLUS**, a programme managed by the **Special EU Programmes Body (SEUPB)**. Festivals Connect aims to engage with existing festivals and provide opportunities, centred in cultural democratic approaches that foster inclusive social engagement and build sustainable structures to continually develop community-led programmes and partnerships.

For more information visit:

- Create – www.create-ireland.ie
- British Council – www.britishcouncil.ie
- PEACEPLUS – www.seupb.eu/peaceplus
- Arts Council Northern Ireland – www.artscouncil-ni.org/
- Arts Council of Ireland – www.artscouncil.ie/

2. Required Services:

This framework covers the delivery of following strands of work:

- **Training and Skills Development:** a programme of bespoke training workshops to upskill x500 Festival Makers and practitioners in Northern Ireland and the border counties of Ireland; in the principles of collaborative and inclusive arts practice. This will be delivered through a series of x25 training and skills development workshops, with a capacity of x20 participants (minimum) on each session. There is a preference for the workshops to take place in person, with a geographic

spread across Northern Ireland and the border counties of Ireland, subject to uptake, funding, and what is practical for participants.

Between June – September 2026, a series of Co-Design Focus Groups were held with Festival Makers across Northern Ireland and the border counties of Ireland to identify where training and professional skills development could be improved. During the sessions participants described their own experiences, challenges and priorities, with the intent that the programme is shaped by those it is intended to serve. A detailed report on the findings will be shared with the successful tenderer/s following appointment. The tenderer will be expected to respond to these findings and should treat their proposal as an opportunity to present their methodology and approach that may be adapted, following receipt of the detailed report.

Please note, the demographic make-up of the participants needs to meet the funding requirements, under PEACEPLUS. Training and Skills Development will be available to all Festival Makers, practitioners and the festival sector in Northern Ireland and the border counties of Ireland.

The framework is being set up so that Create can call on appointed contractors/suppliers, across the lots detailed in Section 4, to deliver the training and skills development over the duration of the Festivals Connect programme.

3. Scope of Framework Agreement:

The successful Tenderers will be appointed to the framework agreement for one or more lots. Appointment to the framework does not itself guarantee any volume of work. Where specific pieces of work arise under a lot, Create will run a call-off process or mini-competition among the contractors/suppliers appointed to that lot, in line with SEUPB procurement rules and the terms of the framework agreement at Section 5.

Tenderers should note that the level of attendance, uptake, number of workshops delivered and overall participant engagement is critical to the successful delivery of this contract. Tenderers must demonstrate a credible approach to achieving and sustaining strong attendance and engagement levels throughout the programme.

In addition, achieving an appropriate demographic reach under PEACEPLUS funding requirements is considered integral to the delivery of this RFT. Tenderers should set out how their proposed approach will ensure the programme reaches a broad and representative range of participants, and how this will be monitored and reported on throughout the contract period.

It is envisaged that this framework will commence in early November 2026 for a period of 8 months concluding in June 2027 following the completion of all payments, reporting, evaluation and wrap-up; subject to satisfactory performance and PEACEPLUS procurement criteria. You can view the full PEACEPLUS Programme Manual [here](#).

4. Lot Schedule & Information:

The table below sets out placeholder for the 5 different lots for this framework. Tenderers should indicate, in Section 1 of Part II, which lot(s) they wish to be considered for:

Lot no.	Description of Lot:	No. Workshops:	Budget:
Lot 1	Funding & Financial Sustainability	x4	€4800
Lot 2	Networking, Sector Support & Resource sharing	x4	€4800

Lot 3	Audience Development	x4	€4800
Lot 4	Volunteer Recruitment & Retention	x4	€4800
Lot 5	Cross-border Collaboration	x4	€4800

Following a series of Co-Design Focus Groups that took place between June – September 2026, the 5 lots are the 5 priority areas Festival Makers from across Northern Ireland and the border counties of Ireland have identified and expressed a need for in terms of: Training and Skills Development:

Lot 1 – Funding & Financial Sustainability

1. Planning under short-term funding cycles: funding is rarely multi-year, and confirmation often arrives only weeks before delivery, after commitments are made. Training needed in: Cash-flow management and contingency planning; flexible, scenario-based budgeting; and building reserves and diversifying income
2. Managing rising costs: costs for insurance, production, venues, marketing, artists, accessibility and infrastructure are rising faster than funding, and core costs often go unfunded. Training needed in: cost control, negotiation and procurement; budgeting for core and accessibility costs; and earned income, sponsorship and partnerships.
3. Reducing administrative burden: applications are lengthy and complex, and reporting stretches small, volunteer-led teams. Training needed in: efficient, effective funding applications; simple, proportionate data collection and evaluation; and reusable tools and templates.

Lot 2 – Networking, Sector Support & Resource sharing

1. Setting up and running festival forums: Belfast Festival Forum is a proven model Festival Makers would like to see replicated, whether regionally, across the border counties of Ireland and/or island of Ireland wide. Training needed in: designing and launching a peer network; facilitating peer support and information sharing; advocacy and collective representation and practical problem-solving and keeping networks active over time.
2. Developing and managing shared resource libraries: shared access to physical assets and knowledge could significantly reduce costs and improve sustainability across the festival sector. Training needed in: Setting up and managing a shared pool of physical assets (e.g. marquees, chairs, signage), including booking, storage, insurance and upkeep. Building a knowledge library (e.g. expert support, supplier directory, advice and guidance); and Governance, funding and sustainability models for shared resources.

Lot 3 – Audience Development

1. Understanding audience development: notably the difference between marketing and audience development; defining success beyond growth in numbers, including quality of engagement, audience loyalty and community ownership; and approaches suited to niche and specialist festivals that actively choose to stay small.
2. Building audiences in rural areas: low turnout in rural areas is a key challenge. Training needed in: strategies for engaging and sustaining rural audiences; and partnering with local communities and organisations.
3. Audience data and research: festivals lack audience data and have limited resources for research, and reliance on third-party ticketing systems often prevents access to their own data. Training needed in: low-cost, practical audience research methods; collecting, owning and using audience data; and choosing ticketing systems and negotiating data access.
4. Working with funders: Funding requirements often emphasise growth in numbers. Training needed in: making the case for quality of engagement and loyalty as measures of success; and setting meaningful audience development targets and evidence for funders.

Lot 4 – Volunteer Recruitment & Retention

1. Recruiting volunteers: festivals report a lack of interest and limited diversity among volunteers. Training needed in: attracting new and more diverse volunteers; and clear roles, outreach and inclusive recruitment practices.
2. Managing and retaining volunteers: high dropout rates and the staff time required are key concerns. Training needed in: effective volunteer management, from induction to supervision; retention strategies and keeping volunteers engaged/ onboard; managing workload and preventing burnout, particularly in volunteer-led festivals.
3. Recognising volunteer contributions: Volunteer labour often represents thousands of hours annually but is often invisible in budgets. Training needed in: designing recognition schemes; valuing and recording volunteer time, including in budgets and funding applications.
4. Developing volunteers: volunteer development programmes that build skills and progression; mutual benefits for volunteers and festivals.

Lot 5 – Cross-border Collaboration

1. Navigating practical challenges: cross-border working brings added complexity. Training needed in: understanding and working across different funding systems; insurance differences and how to manage them; VAT and other financial and administrative requirements; and different local authority structures and how to engage with them.

2. Accessing cross-border funding: identifying and applying for cross-border funding programmes; meeting administrative requirements for joint applications.
3. Developing partnerships: festivals in both Northern Ireland and the border counties of Ireland need more regular opportunities to meet and network. Training needed in: building and sustaining cross-border partnerships; structured networking opportunities to develop collaborations; and planning shared touring, artist sharing, resource sharing and knowledge exchange.

5. Key Deliverables

Training and Skills Development:

This activity will deliver a programme of bespoke training workshops and seminars designed to build skills and knowledge in collaborative arts, place-making and cultural democracy among Festival Makers and practitioners. Training will respond to identified skills and knowledge gaps, as outlined in the individual Lot descriptions.

The programme will be delivered primarily through interactive, cross-community group workshops across the five identified Lots/thematic areas, as detailed in Section 1, Part 4 – ‘Lot Schedule’.

Training will be delivered predominantly in person, with online delivery used where this is more appropriate or advantageous for participants. Where appropriate, sessions may also be delivered in partnership with, or as part of, festivals. Training will be led by experienced practitioners and facilitators and will adopt a participatory, inclusive, and practice-based approach.

Training materials and learning resources will be documented and made available for wider use, contributing to the project’s recording, documentation, and reporting commitments.

6. Framework / Contract Period:

The framework agreement is expected to run from **Monday 9 November 2026** to **30 June 2027** with the option to extend for a further period of up to 12 months, subject to agreement between Create and the appointed contractors/suppliers.

7. Deliverable Milestones to be met:

November 2026

- **Framework award & set-up** — Framework agreement/s signed with successful Tenderers across all 5 lot/s (where possible); introductions to project partners; agreement of coordination, scheduling and reporting arrangements.

Dec 2026 – April 2027

- **Delivery period** — Roll-out Training and Skills Development workshops, including promotion/workshop sign-up management, ongoing coordination with Create and project partners, and regular progress reporting.

May 2027

- **Training material** — Training material completed, documented and published for wider use.

June 2027

- **Close-out** — Final report and evaluation completed covering consortia activities, meetings, the study visit, and participant feedback. In addition to final invoicing, and recommendations for future planning.

8. Reporting, Evaluation & Learning:

Contractors/suppliers must build simple and proportionate evaluation into their delivery. This should focus on what participants learned, how they used the learning, the quality of the experience, and any evidence of wider sharing or application. Contractors/suppliers will provide Create with records and information reasonably required for programme monitoring, participants: attendance, demographics, engagement and feedback, evaluation, financial management and auditing.

9. Accessibility, Inclusion & Sustainability:

Suppliers should design delivery so that people from different backgrounds, experiences, abilities, and levels of confidence can participate fully. Tenderers should explain how they will identify and respond to access needs. Delivery should consider practical environmental impacts, including unnecessary travel, use of digital delivery where suitable, accessible venues, materials and catering, and other reasonable measures to reduce environmental impact. The work should support inclusive participation and should not assume that all participants have the same experience, confidence, resources, or access to technology.

10. Cross-community & Cross-border approach:

A central purpose of the Festivals Connect programme is to support meaningful relationships across communities and across Northern Ireland and the border counties of Ireland. Contractors/suppliers should demonstrate an understanding of how to create safe and constructive learning environments in which people can exchange experiences, ask questions, disagree respectfully, and learn from different perspectives.

Community-led festivals are particularly important because they already bring people together around shared interests and local activity. Contractors/suppliers may wish to use these existing relationships and spaces positively while avoiding assumptions about communities or treating participation as a one-way consultation exercise.

Due to the nature of PEACEPLUS funding, a core aim of this work is to achieve a balanced mix of participants across the community and traditions in Northern Ireland, and across the border counties of Ireland, throughout the delivery of the programme. This is an essential requirement of the contract, and tenderers must demonstrate, as part of their tender, a clear and credible methodology for identifying, engaging and sustaining participation from a representative cross-section of the target population.

Failure to achieve and maintain this mix throughout delivery may be regarded as a breach of contract. The successful tenderer will be required to monitor, record and report on participant demographics on an ongoing basis, in a format to be agreed with the Contracting Authority, to evidence compliance with this requirement.

• TENDER EVALUATION:

Tenders will be evaluated against the specification and requirements set out above. The framework place(s) will be awarded to the most economically advantageous tender(s) for each lot, based on the following award criteria:

No.	Award Criteria	Maximum Marks Available
A	Proposed methodology and approach (including resources) for providing the services requirements including the provision of a Project Implementation/ Methodology Plan.	25

B	Qualification, expertise and experience of proposed key personnel, expertise and project manager/s (evidenced by way of CV and other supporting material).	25
C	Additional other relevant award criteria, i.e. Demonstrable experience and commitment to sustainability, accessibility and inclusion/inclusive practice.	10
D	Demonstrable knowledge of the festival sector in Northern Ireland and border counties, in addition to understanding of socially engaged practice, cultural sector knowledge, and project context.	10
E	Proposed costs	30
	Total	100

- **CLARIFICATIONS/QUERIES:**

Any clarifications/queries in relation to this RFT should be addressed in writing through the eTender/TED portal or direct via email to: connect@create-ireland.ie. Please note: the deadline for receipt of queries/clarifications is on or before: **Friday 16th October 2026, 5pm**. We are unable to respond to queries after this date. Create will not normally respond to queries received after the published deadline. Where a clarification is relevant to all tenderers, Create may issue the response through the procurement process so that all tenderers have access to the same information.

- **TENDER DOCUMENT/RESPONSE FORMAT:**

This single document includes the tender information and the format for tender responses. Tenderers are requested to complete **Part II TENDER RESPONSE 2** – Sections 1, 2, 3, and 4 and below as their tender response.

- **SUBMISSION OF TENDER RESPONSES:**

Tenderers are requested to submit their tender response via the eTender/TED portal, or by email to connect@create-ireland.ie. Please note: the deadline for receipt of tenders is on or before: **5pm on Friday 23rd October 2026**.

- **PROPOSED COSTS – PLEASE NOTE:**

Tenderers must complete the pricing information in Section 4 of Part II, for each lot they are applying for, in the format shown. The budget available for each lot is **€ 4,800** (inclusive of VAT, expenses, fees and all delivery costs), equivalent to **€1,200 (per workshop/ session)** covering the full duration and the delivery of x4 sessions for that lot. Tenderers should not exceed this amount when preparing their submission. All prices must be **inclusive** of expenses and quoted **inclusive** of VAT (if applicable) to provide the required services.

The framework will commence on appointment of the successful Tenderer(s). Create is not obliged to accept the lowest, or any, tender for any lot. Create may decide, after evaluating tenders, not to proceed with some or all lots, and no liability will fall on Create for costs incurred by Tenderers in preparing their tender.

- **SCORING SYSTEM FOR THE COST CRITERIA & QUALITATIVE CRITERIA:**

The following scoring system will be used when evaluating tender responses.

Score	Meaning	Interpretation
90 – 100%	Excellent	A very comprehensive response demonstrating extensive understanding offering full assurance to Create – fully supported with no reservations.
80 – 89%	Very good	A very good response demonstrating a very good understanding and offering convincing assurance that the Tenderer will deliver to a very high standard but contains a few, mostly minor, weaknesses – fully supported.
70 – 79%	Good	A good response demonstrating a good understanding and offering assurance that the Tenderer will deliver to a high standard but contains a few weaknesses to client – well supported.
60 – 69%	Acceptable	An acceptable response demonstrating a minimum understanding and offering assurance. That the Tenderer will deliver requirements to an adequate standard but contains a few weaknesses
Less than 60% is unacceptable and considered ineligible from further consideration		
1 to 59%	Poor	Response demonstrates limited understanding with insufficient or no detail and a risk of non-delivery. This is unacceptable and classified as inadmissible.

Cost Evaluation

Where there is no significant difference in tendered price between applicants for a lot, tenders will be scored on their overall viability and the balance of their fee against the available budget, taking account of practical delivery costs and accessibility.

Where there is a difference in tendered price, the lowest-cost tender that also meets the minimum qualitative requirements for a lot will receive the maximum score available under this criterion.

Other valid tenders for that lot will be scored using the following formula:

(Lowest Tendered Price) X (Mark Available for proposed costs)

(Tendered Price under evaluation)

• **CONTRACT**

Successful Tenderers will be required to enter into a framework agreement with Create, covering the lot(s) they are appointed to. Tenderers should take account of the framework agreement terms, set out in Section 5, when preparing their tender. Individual pieces of work under the framework will be issued as call-off orders or through mini-competitions among the contractors/suppliers appointed to the relevant lot.

• **CONDITIONS OF CONTRACT AWARD/S:**

It is a condition for the award of this contract that the successful Tenderer must provide:

- Tax registration reference number(s). I.e. Irish Tax Reference Number/ Tax Clearance Certificate/ VAT number; UK UTR, VAT or Corporation Tax reference); and
- Signed self-declaration confirming it has no unpaid tax or social security liabilities in its jurisdiction of establishment or the jurisdiction of performance.
- Provide evidence that the following **insurance cover** are currently in place or can be, if successful in the competition:
 - Employer's Liability Insurance with indemnity **If applicable, evidence only**
 - Public Liability Insurance with indemnity **Evidence only**
 - Professional Indemnity Insurance **If applicable, up to €500,000**

Please refer to the '**Self Declaration Re. Tax and Insurance**' for further details below in **Part II** Section 1 Tender Response.

Tenderers must submit a copy of their current insurance certificates or a broker's letter with their tender, either with the levels requested already in place or stating that these will be put in place if successful. Tenderers confirm that, if awarded an Agreement under this Competition:

- a) Manage and They will, from the Effective Date of the Agreement, obtain and hold the types and levels of insurance as detailed above.
- b) The territorial limits and jurisdiction of its insurance policies must include Ireland, and if applicable any other jurisdiction where the Tenderer is operating.
- c) They are not aware of any exclusions, restrictions, conditions, or warranties or in the case of policies with an aggregate limit of indemnity, any outstanding claims, which could have a material adverse impact on the level of coverage specified above.
- d) During the term of the Agreement, the Service Provider is required to immediately advise Create of any material change to its insurance status; produce proof of current premiums paid upon request; produce valid certificates of insurance upon request.

By accepting an agreement under this framework, Tenderers confirm that they will hold the insurance types and levels set out above from the effective date of the agreement; that these policies will cover Ireland and any other jurisdiction where they are operating; that they are not aware of any exclusions, restrictions or outstanding claims that would materially affect this cover; and that they will tell Create promptly of any material change to their insurance status, and provide proof of cover on request.

• **COMPLIANCE & PROCUREMENT:**

This procurement is supported by PEACEPLUS funding and must comply with the procurement and funding requirements that apply to Create and to the relevant PEACEPLUS activity. If a Tenderer fails to comply in any respect with the requirements of this RFT, Create reserves the right to reject the Tenderer's tender as non-compliant. Tenderers should note that appointment to the framework does not guarantee any minimum spend or volume of work.

PART II – Section 1 TENDER RESPONSE:**Information required from Tenderers:**

The following information must be provided in tender responses:

Lot(s) Applied For

Please tick or mark all lots you are applying for. (Please note: lot descriptions are detailed in Part 1, Section 4 of this Tender document):

Lot no.	Description of Lot:	Tendering Y/N:
Lot 1	Funding & Financial Sustainability	
Lot 2	Networking, Sector Support & Resource sharing	
Lot 3	Audience Development	
Lot 4	Volunteer Recruitment & Retention	
Lot 5	Cross-border Collaboration	

SECTION 1 – TENDERERS INFORMATION:

Tendering Party Name (Individual / Company Name):	
Individual / Company Address:	
Contact Person:	
Position:	
Phone Number:	
Email:	
Website:	
VAT Registration No: (If applicable)	

Overview of Individual / Organisation including services, supplies offered, and markets served:	
Name of other parties forming part of the tender submission: (e.g., consortium members, subcontractors, other entities being relied upon)	
Name:	Proposed Role:

SELF DECLARATION RE. TAX AND INSURANCE

Tax Clearance:		Please confirm YES/NO	
		Yes	No
I confirm and declare being tax compliant. Please note, Create can verify your tax status through: (Ireland) Irish Revenue's online facility at www.revenue.ie/en/ with the undertaking that proof of tax clearance will be provided prior to Letter of Engagement completion, if your tender is successful. (Northern Ireland / UK) a valid VAT registration number (if applicable), Create will check using HMRC's online VAT number checker. To this end, please confirm Yes or No.			
Applicant Name:			
Applicant PPSN/ Tax Reference Number/ VAT:			
Access Number:			
		Yes	No
OR	I confirm that I currently hold a valid paper Tax Clearance Certificate containing all the information outlined above (Ire).		
	I confirm that I have applied for a Tax Clearance status which will be made available on request (Ire).		
	I confirm I hold a UK UTR, VAT or Corporation Tax reference no. and supply a signed self-declaration confirming I have no unpaid tax or social security liabilities in the jurisdiction of establishment or the jurisdiction of performance. (NI / UK)		
Health Safety:		Yes	No
I confirm that if successful, I will provide copies of our Safety Statement/Policy and all risk assessments and risk controls associated with the activities set out in the tender documentation.			
Insurances:			
I confirm that I/we have the following insurances in place. If, any portion of the work is subcontracted, you will need to confirm that there are appropriate insurance arrangements in place for the subcontractor.			
Insurance Type		Level in Place	Expiry Date
Employers Liability (if applicable). Not required where the contractor is self-employed.		Evidence only	
Public Liability Where services are provided virtually or the contract is for product supply only, PL will not be a requirement.		Evidence only	
Professional Indemnity Insurance (if applicable)		Up to €500,000	
I confirm that I will provide the following promptly on request:		YES	NO

• Evidence of insurances in place OR • Letter from Insurance Broker confirming that the required levels could be put in place, if successful.		
Signed:		

SECTION 2 – TENDER RESPONSE:

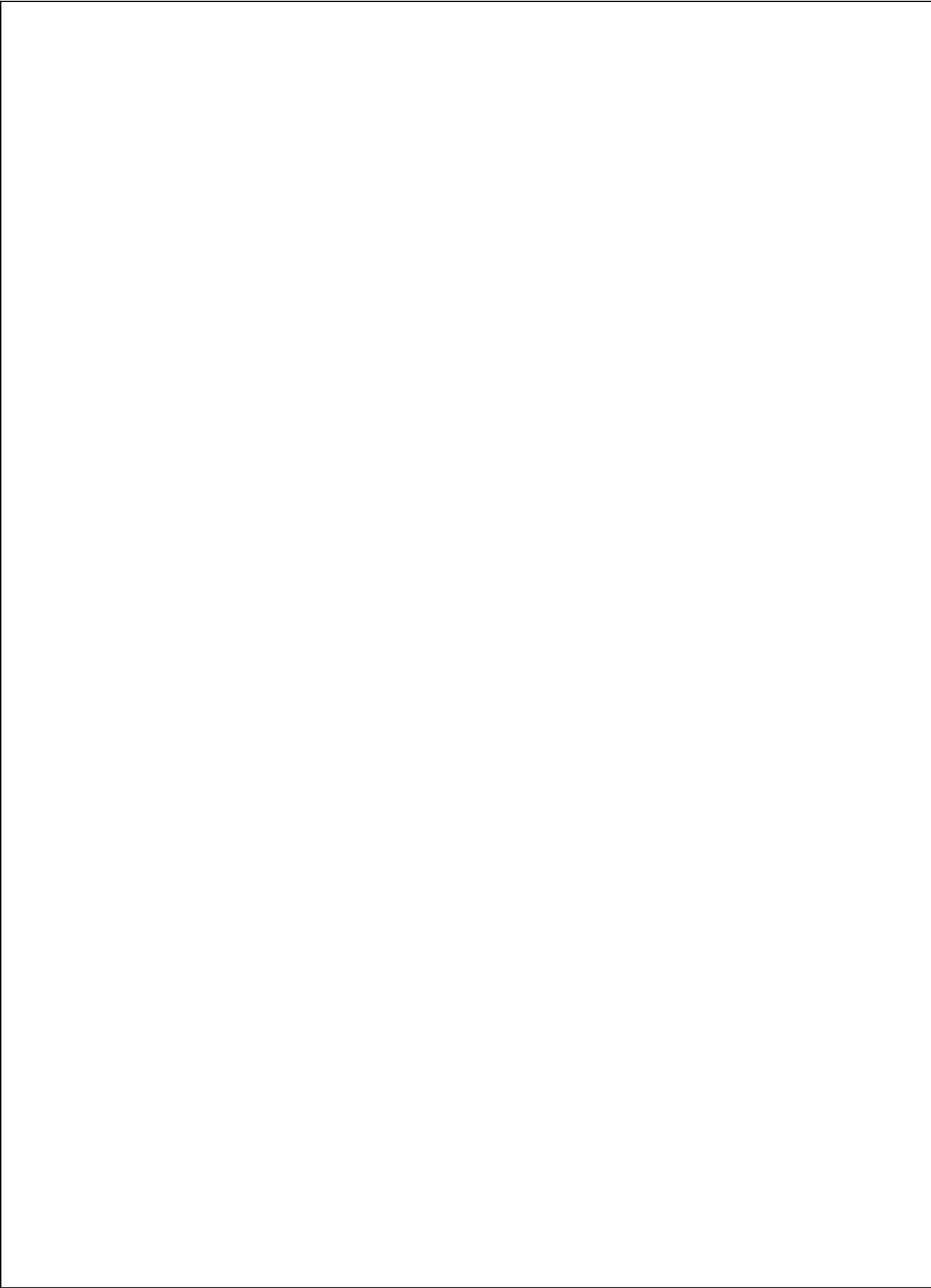
a) Methodology Approach & Quality

Tenderer must detail their proposed methodology and approach for providing the services and how it matches the specified requirements as outlined above.

(e.g., supported by a Project Implementation Plan to include resources and timelines)

A page limit of 2 A4 pages applies to this award criteria. Please use Calibri font point 11)

Where page limits are provided, any material provided in excess, of the stated page count will not be considered at evaluation.

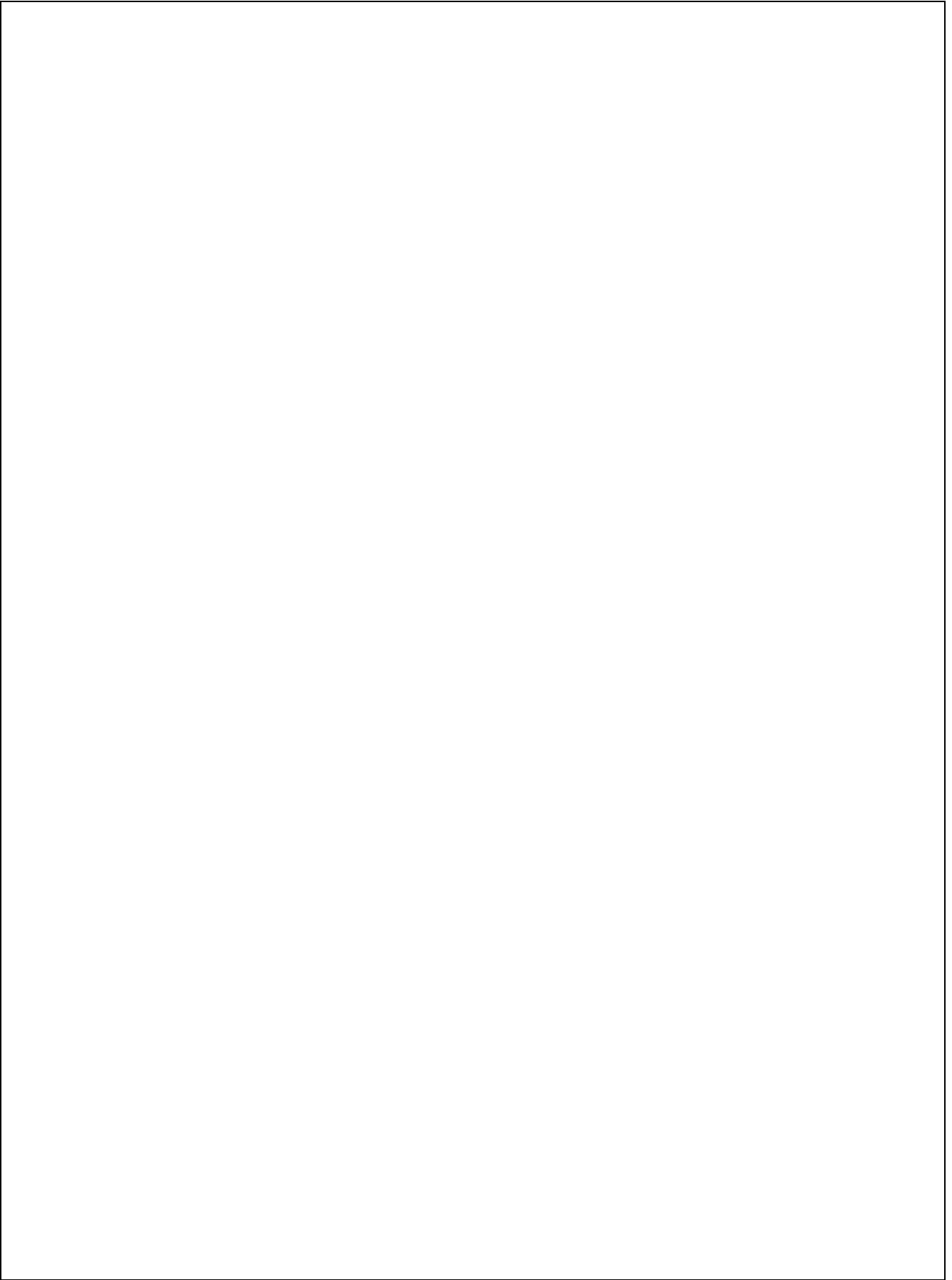


b) Proposed Resources

- i. List the Service Delivery Team who it is proposed will be directly involved in delivering the required Services.
- ii. Describe the role of each person on the team.
- iii. Describe the suitability of the resources proposed to provide the Services required. Tenderers must highlight why the size/composition and the expertise of the individual/ team is of benefit to the Client.

A page limit of 2 A4 pages applies to this award criteria. Please use Calibri font point 11)

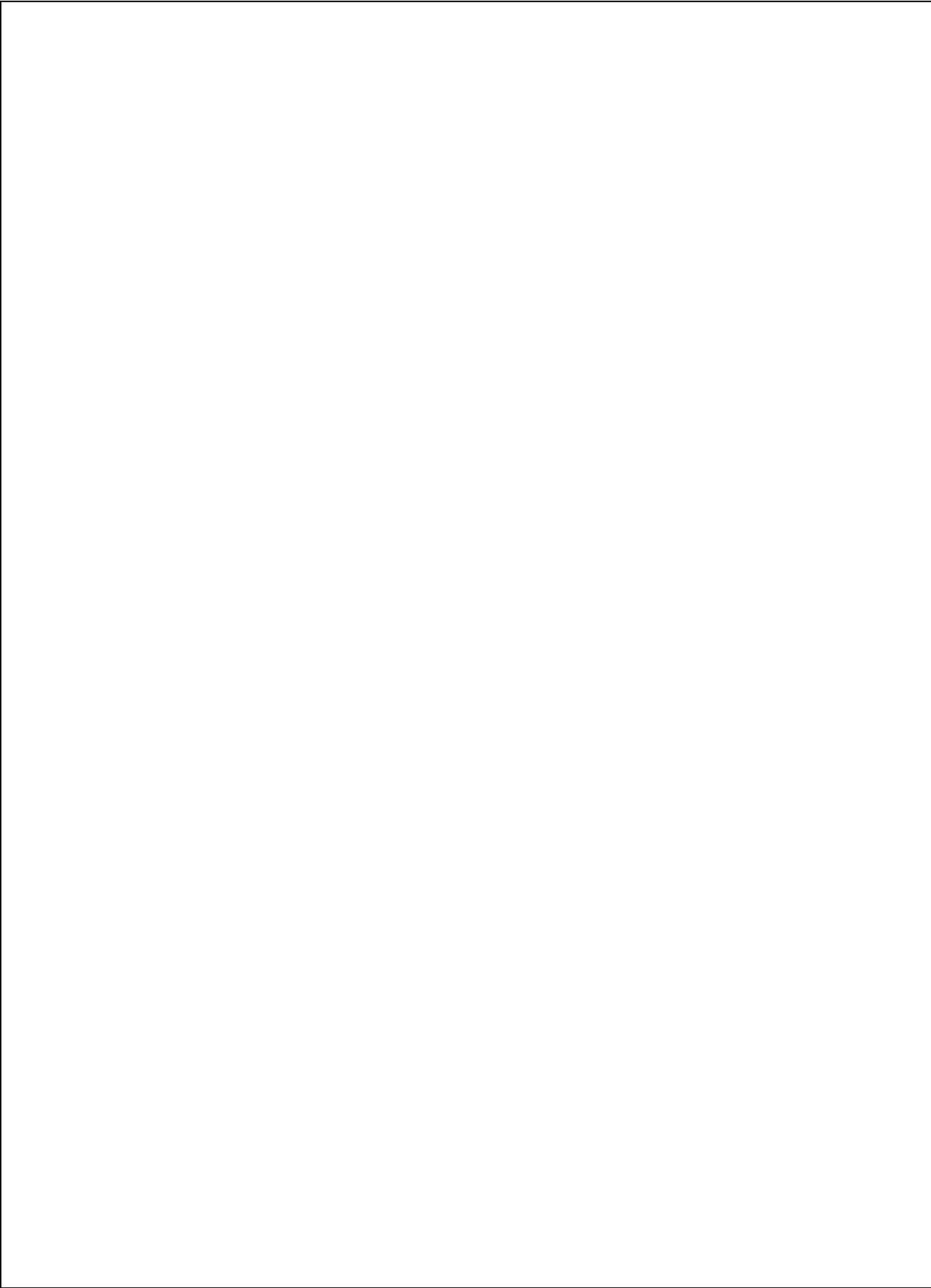
Where page limits are provided, any material provided more than the stated page count will not be considered at evaluation.



c) Qualification, expertise and experience of proposed key personnel and project manager/s (evidenced by way of CV and other supporting materials)

A page limit of 2 A4 pages per CV applies to this award criteria. (Please use Calibri font point 11)

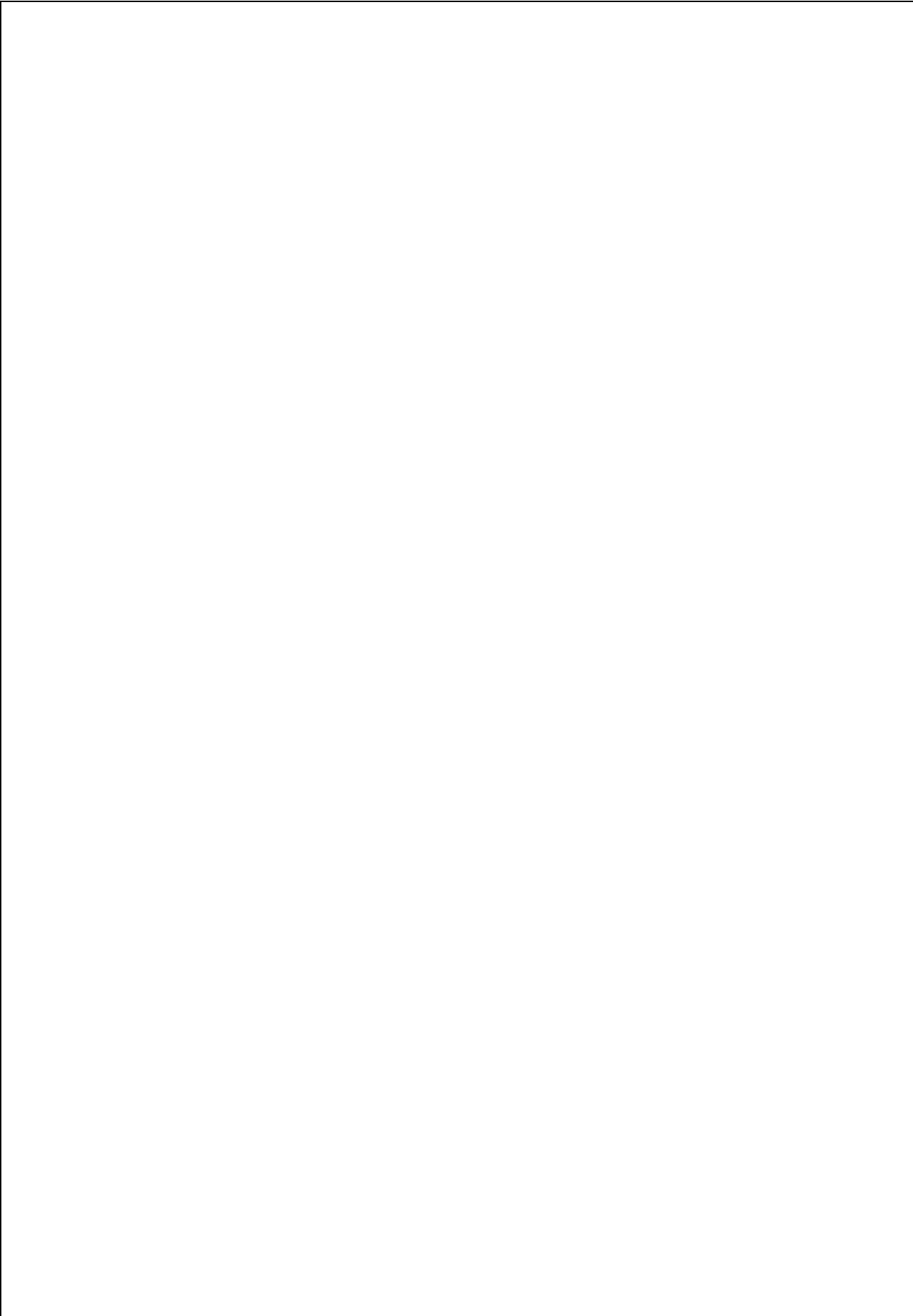
Where page limits are provided, any material provided more than the stated page count will not be considered at evaluation.



- d) Demonstrable knowledge of the festival sector in Northern Ireland and border counties in Ireland, in addition to your understanding of socially engaged practice, cultural sector knowledge, and project context.**
- e) Demonstrable experience and commitment to sustainability, accessibility, and inclusion.**

A page limit of 1 A4 page applies to each of these award criteria. I.e., 1 page for Section (d) and 1 page for Section (e). (Please use Calibri font point 11).

Where page limits are provided, any material provided more than the stated page count will not be considered at evaluation.





SECTION 3 REFERENCE CONTRACTS:

Tenderers must provide details of **2 Contracts / Projects** of similar size and nature to the specification and requirements as outlined in this document in the format below. Please note Create reserves the right to contact any client referee(s) provided without further contact with Tenderers.

PREVIOUS EXPERIENCE / CONTRACTS / PROJECTS:	
Reference Experience / contract / Project – Example 1:	
Name of Client/Contracting Authority:	
Name of Project/Contract:	
Contract Value:	
Contract/Project Start and End Date:	
Details of the resources that provided the service:	
Please provide a description of the services provided, clearly demonstrating the success of the contract, contract management and contract performance:	
Please outline how this reference contract is comparable with the subject matter of the contract being tendered under this RFT:	
Name of client Referee:	
Email Address of Client Referee:	
Telephone of Client Referee:	
The Contracting Authority may contact any or all referees without further notice.	

PREVIOUS EXPERIENCE / CONTRACTS / PROJECTS:	
Reference Experience / Contract / Project – Example 2:	
Name of Client/Contracting Authority:	
Name of Project/Contract:	
Contract Value:	
Contract/Project Start and End Date:	
Details of the resources that provided the service:	
Please provide a description of the services provided, clearly demonstrating the success of the contract, contract management and contract performance:	
Please outline how this reference contract is comparable with the subject matter of the contract being tendered under this RFT:	
Name of client Referee:	
Email Address of Client Referee:	
Telephone of Client Referee:	
The Contracting Authority may contact any or all referees without further notice.	

SECTION 4 PROPOSED COST

The budget allocated for the proposed facilitation delivery and project fee is a maximum of **€4,800** (Inc. VAT, expenses, fee and all delivery costs) to deliver x4 workshops/ sessions for each lot which is for the full duration of the contract, (November 2026 – 30 June 2027). Tenderers should not exceed this value when preparing their submission. All prices must be **inclusive** of expenses and quoted **inclusive** of VAT (if applicable) to provide the required services.

Tenderers are requested to submit indicative costs in the following format:

All pricing must be quoted in Euro, must be inclusive of expenses, fee and all Training and Skills Development delivery costs. In addition, pricing should be inclusive of VAT, if applicable.

<i>Detail of Cost: (Add additional lines as required).</i>	Proposed Fixed Cost: (Inc. VAT)
Overall Cost:	€

To be completed by the Tenderer:

Signed:			
Name (in Capital Letters):			
Title:			
On behalf of: Name of Tenderer:			
Address:			
Email:			
Telephone:		Date:	

SECTION 5 CONTRACT OF SERVICES

Project/Assignment	Festivals Connect - Training and Skills Development for Festival Makers Framework
Lot/s:	
Contractor:	
Address:	

Agreement

This is a framework agreement between Create ("the organisation") AND XXXX ("the contractor") for the lot(s) identified above. Create is the trading name of C.A.F.E. Company Limited by Guarantee.

The contractor is appointed to the framework for the above lot(s), supported by the Festivals Connect Programme Coordinator, as set out in the briefing documents provided and in discussions with the contractor. Individual pieces of work under this framework will be issued as call-off orders or through mini-competitions between contractors appointed to the relevant lot, in line with SEUPB procurement rules.

The contractor will report to Joeleen Lynch (Festivals Connect Programme Coordinator), in connection with this work.

The term of this agreement shall be from the date of execution of the agreement to the expiry date of 30 June 2027. The organisation reserves the right to extend the contract further, for up to a total period of 12 months, subject to agreement with the contractor.

Contractor's obligations

The contractor will:

- a) act in good faith and with the level of skill, care, diligence, efficiency and professional conduct reasonably to be expected of a professional adviser with the qualifications and experience suitable for the Services and ensure the work will be undertaken to an acceptable professional standard.
- b) conform to, and comply with, such directions as are given by the organisation from time to time in relation to the services provided
- c) attend meetings with the organisation staff and other contractors at such intervals as are required
- d) make reports and supply information as required and as requested from time to time
- e) keep detailed records of all acts and things done by them in relation to the performance of the service and on request make such records available for inspection at any time
- f) keep accurate accounts of the work, including records of any commitments to payment to third parties, and to provide full and proper documentation on completion.

The organisation's obligations

The organisation will supply to the contractor within a reasonable time, information and access to documentation in its possession necessary for the performance of the services and will ensure the contractor is as supported in any way that is reasonable to the proper performance by the contractor of the services.

Fees and Payments

The budget for this commission will be €4,800 (Inc. VAT, expenses, fee and all delivery costs) which is for the full duration of the contract, (November 2026 – 30 June 2027). Tenderers should not exceed this value when preparing their submission. All prices must be **inclusive** of expenses and quoted **inclusive** of VAT (if applicable) to provide the required services. This is for the full duration of the contract. Tenderers should not exceed this value when preparing their submission.

This amount shall be the full remuneration for the full and proper performance of the obligations under this Agreement and shall cover the entire cost of the provision of the services by the contractor, to include any taxes and expenses, as agreed with you by Create.

The contractor will invoice the organisation on a staged basis, as follows:

1. for first 40% of the fee (€1920) on signing the contract
2. for a further 40% of the fee (€1920) at an interim date to be agreed with Create, and
3. for the final 20% of the fee (€960) on satisfactory completion

Please note, invoices and receipts for all delivery cost on all line items are to be shared with Create, upon request. This is to ensure financial transparency.

Status of the contractor and tax liabilities

It is agreed that the contractor shall be responsible for all income tax liabilities, PRSI contributions and levies in respect of its fees, or those of its employees, servants or agents (including PAYE deductions for tax and universal social charge contributions from remuneration paid to employees).

The contractor(s) shall, for the term of this contract(s), comply with all EU and domestic tax laws. Payment is at all times subject to Irish taxation law and requirements. Contractors are referred to www.revenue.ie for further information. The contractor shall supply their Tax Clearance Access Number and Tax Reference Number to facilitate online verification of their tax status. By supplying these numbers, the Contractor acknowledges and agrees that the commissioner has their permission to verify its tax cleared position online.

The contractor shall not be entitled to any payment if at any time in response to a request the contractor does not produce satisfactory evidence of tax compliance. Tax clearance status must be maintained for the life of the contract.

Compliance

Both parties will ensure, where appropriate, that work undertaken as part of this agreement complies with applicable and relevant law and regulation, including:

- Revenue requirements relating to PAYE and PRSI
- EU (Late Payment) Regulations 2012
- Obligations under Data Protection law
- Statement of Principles for Grantees (DPER Circular 13/2014)
- Employment Equality Acts 1998 to 2015
- Any requirements under the Children First Act 2015
- Any requirements under the Vetting Bureau Act 2012
- Any requirements under the Companies Act 2014
- Any requirements under the Charities Act 2009

The contractor must ensure that all work undertaken by them as part of this agreement complies with the Health & Safety Act 2005, the Fire Services Act 1981 and all applicable Health and Safety standards as recommended by the Health and Safety Authority of Ireland, having particular regard for the needs of persons with disabilities.

Where work involves contact with children and/or vulnerable adults, the organisation's policy for the Protection and Welfare of Children & Vulnerable Adults shall apply.

Confidentiality

All documents, records and other papers concerning the assignment including copies and extracts of them made by the contractor shall be used solely for the purpose of the contract will be the property of the organisation and will be returned to it on demand, at any time, and without demand on the termination of the consultancy.

The contractor will not access, acquire or use any proprietary, sensitive or personal information belonging to the organisation by any improper means whatsoever and will comply with provisions, including for Data Protection, and respect the confidentiality of sensitive information held by the organisation, including:

- Commercially sensitive information such as documents, reports, correspondence, lists, databases, manuals, systems, procedures, financial information, future plans, proposed relationships and, details of significant organisational changes
- Information regarding external persons and organisations contained in applications made under schemes, projects and commissions managed by the organisation
- Any personal information and research data received by the organisation in confidence

The contractor will keep confidential and not, without express permission, disclose any information in any manner whatsoever obtained while engaged on this contact, or afterwards, other than that required by normal communications.

Access to Email and File Sharing

The organisation may provide email facilities and access to online records and data. Access is provided subject to the organisation's policy on acceptable use of internet, e-mail and Information Technology.

Acknowledgement

The contractor consents to the use of their name, likeness and biographical material in connection with publicity material related to the work/project and shall be credited by name on any/all related / appropriate material within the organisation's control.

Insurance and indemnities

The organisation confirms that it has appropriate insurances and indemnities in place, specifically public and employer's liability cover, for all the activities arranged as part of its programme of work, including those foreseen in this agreement.

The contractor will accept full responsibility for loss of or damage to their property and equipment; the organisation will not take responsibility for loss or damage or to a contractor's possessions.

The contractor will indemnify and hold harmless the organisation against all loss and damages incurred by the organisation arising out of or in connection with the operation of this agreement,

including claims by the Revenue Commissioners and claims in respect of the infringement of any third party's intellectual property rights due to the use by the organisation in good faith of any information, documents or materials obtained from the contractor.

Conflicting interests

Nothing in this agreement shall preclude the contractor from providing similar or any other consultancy services to any other person or firm except where the organisation considers such provision may create a conflict of interest, in which case the contractor may not provide the services without obtaining the prior written consent of the organisation, not to be unreasonably withheld. Any such service must not compete with the organisation and must not involve the use of its time, equipment, property or any other resource or facilities without its knowledge and consent.

Any interests of the contractor that are connected to a member of the board of directors of the organisation, or any of its employees, of which they could be expected to be reasonably aware and which could involve a conflict of interest or loyalties or might materially influence them in the performance of this service, should be disclosed prior to signing this agreement.

A contractor who is a member, trustee, employee or agent of an entity in receipt of or seeking financial benefit, support or a contract from the organisation shall not be present at any formal meeting between representatives of that organisation and the organisation's staff or participate in any assessment where such decisions are recommended or made, unless this would prevent them, as that organisation's official representative, from attending such meetings. So long as a person is a contractor of the organisation, they shall be precluded from eligibility for any award, bursary, or commission offered or granted by the company.

Confidential information & data protection

The contractor shall treat the details of this Agreement and any information made available in relation to the agreement and all information concerning its operation as private and confidential and shall not publish or disclose details of it without the written consent of the organisation. The contractor should not publicly announce that it is supplying the services to the organisation without its prior consent, which will not to be unreasonably withheld.

The contractor shall endeavour to hold confidential any information relating to the Organisation, its business and operations which is not already in the public domain, subject to the organisation's obligations under law. In the event, that the contractor considers that any information it supplies should not be disclosed by the organisation because of its sensitivity, the contractor shall, when providing such information, identify it and specify the reasons for its sensitivity.

The organisation accepts no liability whatsoever in respect of any information provided by the Contractor which is subsequently released or in respect of any loss or damage suffered as a result of the contractor complying with its obligations under law, including Data Protection and otherwise.

The contractor shall not access, acquire or use any proprietary, sensitive or personal information by improper means while engaged on this contract. The contractor shall comply fully with the provisions of Data Protection law and regulation, as well as the organisation's Privacy Policy, and respect the confidentiality of sensitive information held by the organisation. The contractor shall not disclose any proprietary, sensitive or personal information obtained while performing or as a result of performing any activities on behalf of the organisation.

The organisation conducts ongoing sectoral research on collaborative arts and artists and may contract a third-party contractor to conduct a study or fieldwork on its behalf. Research can involve

personal data being sought from individuals including name, contact details, demographics, skills, qualifications, experience, professional information and opinions. A contractor undertaking research for the organisation should be aware of the requirements for proper management of personal information and ensure data protection principles and regulations are respected. The contractor will be custodian of the data, responsible for its management, security, storage and retention, and for informing research participants of the researcher's obligations in relation to personal data. Appropriate levels of security must be established, including protection from unauthorised access of any data that is stored.

Personal data collected anonymously for a research purpose or research data that has been de-identified does not come within the terms of data protection law. When asking individuals to engage in research for the organisation all personal data must be anonymised and de-identified. If information cannot reasonably be anonymised without compromising the study aims, respondents must be informed of this and offered the option to not disclose the information being sought. Research contractors should make arrangements for data retention on a project-by-project basis, taking into consideration any legal obligations, funding conditions and otherwise. Once the retention period has expired, personal data must be disposed of or deleted securely and confidentially.

Intellectual Property

The contractor assigns to the organisation all present and future intellectual property rights (including but not limited to copyright, design right and database rights, property right or other rights) arising from this agreement.

Return of property

On the termination of this agreement for whatever reason, or at any time on request, the contractor will return all property, records, data, documents, correspondence, information stored in other media and other papers made or acquired in the course of providing the services which shall be the property of the organisation and delete any such information stored electronically on any machine which is not to be returned to the organisation. The copyright in all such records, data, documents, information and other papers shall at all times belong to the organisation. The contractor shall inform the organisation of all passwords used by them in relation to any computers or software belonging to the organisation.

Termination

This Agreement may be terminated by either party immediately in writing (without prejudice to any other rights and remedies which it may possess) by serving two weeks written notice.

The organisation shall have the right to terminate this contract immediately and without liability for compensation or damages:

- a) if the contractor is in serious breach of the contract or is guilty of any grave misconduct or wilful neglect in the discharge his/her duties under this agreement
- b) if funding of the organisation in connection with the matter the subject of the services shall cease

Signatures

Please sign this agreement to confirm that this accurately describes your understanding of this agreement. A copy will be returned, signed by the organisation's authorised officer.

Signed by: (name) _____
authorised representative of Create

Signature: _____

Date: _____

I accept the terms of this contract agreement as set out above,

Signed by the contractor: _____

Tax Ref: _____

Date: _____