Call for Proposals

February 2016

Important Notice

The Higher Education Authority (HEA) makes this document available to course providers who wish to submit a proposal(s) for higher education and training courses as part of Springboard+ 2016. The document must not be used for any other purpose. Springboard+ is managed by the HEA on behalf of the Department of Education and Skills.

The HEA has taken all reasonable care to ensure that the material set out in this Call for Proposals is true and accurate in all material respects as at the time of publication. However, no warranty or representation is given as to the accuracy or completeness of this material. The Higher Education Authority does not accept any liability or responsibility for the accuracy, adequacy or completeness of the information set out herein.

The HEA will not be liable or responsible for any opinion, statement, or conclusion contained in, or any omission from this document or for any other written or oral communication made available during the course of the Call process. No representation or warranty is made in respect of such statements, opinions or conclusions.

The HEA reserves the right to amend these documents and any information contained herein at any time by notice in writing to the candidates.

None of the information set out herein will constitute a contract, or part of a contract, or an offer to enter into a contract, between the Higher Education Authority and any provider. Nothing in these documents is, nor shall be relied upon as, a promise or representation as to the HEA's ultimate decision in relation to the award of the contract for the services.

However, the HEA reserves the right to take such steps as it considers appropriate, including but not limited to: changing the basis of, or the procedures (including the timetable) relating to, the Call process; rejecting any, or all, of the proposals; abandoning the competition (or any part of it) at any time prior to a formal written contract being executed by and on behalf of the HEA; procuring the services by alternative means if it appears that the services can be more advantageously procured.

No legal relationship or other obligation shall arise between any applicant and the HEA unless and until a contract has been entered into.

Each applicant's acceptance of delivery of the Call for Proposals constitutes its agreement to, and acceptance of, its terms.

Under no circumstances will the HEA be liable for any costs, charges or expenses incurred by candidates as a result of participating in this Call process, however caused. Any costs associated with the submission of a proposal are the sole responsibility of the candidate and will not be reimbursed.

Statutory requirements
All providers making a proposal(s) for courses to be supported via Springboard+ must confirm compliance with statutory requirements regarding their financial and legal status and be prepared to furnish any additional supporting documents as requested by the HEA.

Springboard+ 2016

Introduction

Springboard began in 2011 as part of the Government's Jobs Initiative. It provides free upskilling in higher education in areas of identified skills need. The initiative's primary target group are unemployed people with a previous history of employment. Since 2014, Springboard has incorporated ICT Skills Conversion courses, which are open to applicants regardless of their employment status.

Springboard complements the core State-funded education and training system and is one of a number of special initiatives designed to support people back into employment and to build the supply of skilled graduates for vacancies arising across key sectors of the economy. A Department of Social Protection scan carried out in March 2015 indicated that 74% of Springboard participants 2011 – 2014 were no longer on the Live Register. 8% of graduates for whom an employment outcome has been reported are in self-employment.

Springboard+ is managed by the Higher Education Authority on behalf of the Department of Education and Skills. An evaluation framework underpins the initiative, with ongoing monitoring of its impact. Evaluation reports are accessible via www.springboardcourses.ie. Springboard+ forms part of the Government's Action Plan for Jobs, which aims to increase the number of people in employment to 2.1m by 2020, and to add 50,000 jobs in 2016 alone.

A sixth phase of Springboard+ is being rolled out in 2016. The Call invites proposals for part-time higher education courses, levels 6-9. In addition we invite proposals for level 8 ICT Skills Conversion courses. Please note that full-time Level 9 courses are not eligible for funding as the Back to Education Allowance is not available to participants on full-time Level 9 courses.

To date under Springboard, ICT Conversion courses were delivered on a full-time basis. Under the 2016 Call we are now inviting proposals for a pilot two-year level 8 ICT Conversion programme, *in addition to* the traditional one year full-time course. However, it should be noted that eligibility for the two-year part-time option will be confined to those

who are <u>not</u> in receipt of social protection income, as the Part Time Education Option (PTEO) payment will not be available to participants on the two-year course. Eligibility for the full-time course has not changed and will continue to cater for both the unemployed and the employed.

A guidance document on current and future skills needs accompanies this Call document, as well as supporting information on ICT skills conversion courses.

Providers who wish to make Springboard+ course proposals must submit their proposals online via http://skillsdirect.hea.ie. The deadline for submissions is **1.00pm on Friday 11 March 2016**.

Information to assist providers in making proposals

1   Objectives of Springboard+

The primary objective of Springboard+ is to help unemployed people to return to sustainable employment

Springboard+ also aims to:

- enhance collaboration between enterprise and higher education to design and deliver relevant higher education courses that support job creation and expansion in line with the Government's Action Plans for Jobs;

- enhance the skills profile of the labour force to meet the targets and objectives of the national ICT skills action plan, the 2016 Action Plan for Jobs, and the National Skills Strategy.

2   Labour market trends and target groups for support via Springboard+

In developing proposals providers should have regard to the most recent data and trends on the profile of people experiencing unemployment, including the priority accorded by the Government to supporting people who are more than 12 months unemployed, as well as the data and trends on skills shortages in expanding enterprise areas, including ICT; the life-sciences; high level manufacturing; financial services; entrepreneurship; and foreign language skills.

2.1   Labour market trends

The seasonally adjusted number of persons unemployed was 186,700 in January 2016, relating to an adjusted unemployment rate of 8.6%[1], down from 10.1% in January 2015. Compared to January 2015 figures, a further 30,500 people were in employment.

In January 2016 the seasonally adjusted unemployment rate was 9.8% for males (116,300), down from 11.7% (138,300) in January 2015. The seasonally adjusted unemployment rate for females in January 2016 was 7.2% (70,400), down from 8.2% (78,900) in January 2015.

2.2   Springboard+ target cohorts

The target cohorts identified for Springboard+ 2016 are:

Part-time courses

- Jobseekers who already hold a National Framework of Qualifications (NFQ) award at Level 5 or a FETAC award at NFQ Level 6 or equivalent, with a previous history of employment in construction, manufacturing or other sectors of the economy where employment levels may not recover to pre-recession levels.

- Jobseekers with a previous history of employment who already hold a higher level qualification at NFQ Levels 6 to 9, who may also require additional upskilling or reskilling in order to re-enter employment.

- Previously self-employed people at all qualifications level who may require new qualifications to return to self-employment or to enter employment.

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[1] http://www.cso.ie/en/releasesandpublications/er/mue/monthlyunemploymentjanuary2016/

2.3 Target cohort for ICT skills conversion courses

Applicants that have an honours degree in a cognate discipline, as well as the capacity and underlying aptitude to undergo an intensive programme of study and work-experience to acquire industry-relevant ICT and software development skills at level 8 of the National Framework of Qualifications (NFQ).

3 Types of courses which will be supported via Springboard+

Funding will be available for part-time higher education courses; and both part and full-time ICT Skills Conversion courses (NFQ Level 8). Part-time ICT Conversion courses may be delivered across two academic years. As mentioned on page 2, eligibility for the pilot two-year part-time option is confined to those not in receipt of social protection income. 'Accelerated' full-time courses, at level 6-8, will be considered for funding where course providers can show that the approach is over-and-above standard full-time provision and that the proposed course clearly meets an identified skills need. Accelerated courses may provide over 17 hours contact time per week, and may, for example, be offered over four-to-six months, including over the summer months.

Regarding part-time courses, providers should note that for a course to be deemed part-time within Springboard it cannot provide for more than 17 class contact hours per week. It is important that proposed attendance patterns for programmes facilitate this requirement. Proposals submitted must provide details of attendance arrangements to enable full clarification that they meet the contact hours requirement.

For the purposes of this Call, the terms 'part-time' and 'accelerated' are intended to cover all forms of flexible delivery including those offered partially during the day or in the evenings/weekends or those with an online and/or distance component. In order to minimise the travel and other costs of attendance for participants, courses which provide online/distance components are encouraged.

Standard full-time courses in higher education will not be eligible for funding. Part-time course proposals which lead to an award of fewer than 10 ECTS credits or equivalent per annum will not be considered. Full-time ICT conversion proposals leading to awards of fewer than 60 ECTS credits per annum will not be considered for funding. Likewise, the new

two-year part-time ICT Conversion course must lead to an award of at least 60 ECTS credits in total.

Providers should also note that all Springboard+ courses must include a dedicated component of job readiness training. Details of this provision will be required as part of course proposals.

3.1   Job readiness and work placement

All Springboard+ courses must include a dedicated job readiness/job preparation component. Details of this provision will be required as part of course proposals. A work placement or internship opportunity is highly desirable, and mandatory in the case of full-time ICT Skills Conversion courses.

In relation to the pilot two-year part-time ICT Conversion course, information should be provided in the proposal on plans for work placement *and/or* a credit bearing project (preferably industry related).

Almost 90% of Springboard+ courses approved (excluding those in the Entrepreneurship skills category) in 2015 included a work placement. In the case of full-time ICT skills conversion courses, a work placement is a mandatory component.

3.2   Current and future skills needs of enterprise

To be considered eligible for approval, Springboard+ courses must seek to address an identified current or future skills need and include a precise labour market rationale. Springboard+ course proposals may focus on development or conversion of relevant technical skills and knowledge, and/or seek to develop generic/transferable skills that will put participants in the best possible position to re-enter sustainable employment or return to self- employment.

To assist potential providers, a guidance document is also provided that summarises specific skills needs identified through EGFSN sectoral and thematic reports. This summary is set out in 2016 Guidance for higher education providers on the current and future needs of enterprise, which is published as an accompanying document to this Call

for Proposals. The document highlights identified and forecasted skills requirements, including information and communications technology (ICT); high-level manufacturing in the life sciences, the medical devices industry and other areas; international financial services; niche construction areas; entrepreneurship; and cross- enterprise skills including the skills needs of exporting sectors.

The document *Additional information on ICT skills conversion courses* provides further detailed information to support course proposals in this area.

Providers will be expected to supplement the guidance through direct engagement with local and regional employers, and with representative organisations such as IBEC, Chambers of Commerce, ISME; with enterprise development agencies such as Enterprise Ireland, IDA Ireland and the City and County Enterprise Boards. Proposals which demonstrate evidence of direct engagement with employers are more likely to be successful in the 2016 Call.

3.3   Eligible NFQ award types, levels, credits and design

Springboard+ will support **part-time courses** of twelve months or less in duration; which are provided by public, private and not-for profit higher education providers, and consideration will be given to intensive, accelerated courses of 12 months or less in duration. In addition, Springboard+ will support NFQ Level 8 ICT Skills Conversion courses of up to one year by full-time delivery, or part-time over two academic years. Eligible courses must either:

Eligible courses must either:

(a) Lead to a higher education and training award that is included in the National Framework of Qualifications (NFQ) at Levels 6 to 9, which is made by one of the following Irish awarding bodies:

- Dublin Institute of Technology (DIT)
- Quality and Qualifications Ireland (QQI), including combinations of modules from already validated programmes leading to a major award. (*Important: Combinations should be submitted to QQI for approval prior to or at the same time as submission to Springboard to ensure adequate time for validation – see note in*

box below)

- Institutes of Technology with delegated authority to make awards
- Royal College of Surgeons in Ireland
- Universities

or

(b) Lead to a higher education and training award that is aligned with the Irish National Framework of Qualifications at Levels 6-9. These awards must be aligned with the Irish NFQ as at 01 January 2016.

Collaborative proposals from two or more providers will be considered for funding, including those who form part of the new regional clusters in higher education. A lead provider must, however, be clearly identified as part of the proposal and the proposal must adhere to all requirements regarding quality assurance and the making of awards. Proposals are strongly encouraged from providers with enterprise partners who have been involved in the design and delivery of courses, including through the provision of work placements/internships.

To ensure that Springboard meets the needs of unemployed people with a range of previous education qualifications, providers are encouraged to propose courses which have been designed for participants with no previous higher education experience.

As part of course proposals, providers will be required to set out the teaching, learning and assessment methodologies that will be used to meet learner needs, including flexible approaches; practical application of learning; and study skills/return to learning components. Academic and pastoral supports should also be referenced, including details of job readiness training and, where relevant, work placement/internship supports. Regarding entry and achievement of an award, it is expected that proactive Recognition of Prior Learning (RPL) will be used by course providers, and details of each provider's policy in this area will be required as part of course proposals. Arrangements to promote and raise awareness of Springboard+ course opportunities will also be required, and will be assessed as part of proposals.

Important note for courses requiring validation by Quality and Qualifications Ireland (QQI)

1. Courses previously validated by QQI for Springboard 2015 may also require validation for 2016

2. Proposed course combinations must be submitted to QQI for validation in advance of submissions to Springboard to ensure adequate time is allowed for the QQI validation process to be completed as this can take up to 25 weeks

3. Programmes also validated under collaborative arrangements with other organisations must also be submitted to QQI for validation

4. Protection for Enrolled Learners (PEL), if required, must be approved as part of the course validation process.

4   Participant eligibility and income support

To be eligible for a Springboard+ part-time course, a person must be unemployed, have a previous history of employment or self-employment, and be actively seeking work.

In the case of the one-year full-time ICT skills conversion courses, persons meeting the entry criteria are eligible regardless of employment status. For the pilot two-year part-time option, persons in receipt of Social Protection income will not be eligible to retain this payment due to the duration of the part-time course, but will be eligible to benefit from free fees.

Further details of eligibility criteria for Springboard+ will be published in advance of 2016 courses opening for application.

Participants will not be eligible for support under the Department of Education and Skills Higher Education Grants Scheme.

5   Supporting participants who re-enter employment to complete courses

As one of the objectives of Springboard+ is to support upskilling of the labour force, participants who succeed in re-entering employment before completion of a course should be facilitated to gain the course award. In planning courses, providers should ensure that participants who return to employment have a reasonable opportunity to complete the course on a flexible, part-time basis. Such participants will not be required to pay any fees to complete their course.

6   Costs and fees

Providers are requested to submit details of all costs associated with the delivery of proposals in the format outlined in Section 4 of the online proposals system http://skillsdirect.hea.ie. Funding to successful providers will be on the basis of the estimated cost per student by reference to the number of credits to be provided. The marks allocated in Section 4 on the value for money of a course will be competitive and will be made with reference to average costs in previous years across the same skills areas and at the same NFQ levels. Funding will be released in a number of tranches depending on the

course duration. Providers will make Springboard+ courses available free of charge to participants.

7   Data requirements and evaluation

Course providers will be required to promptly return data to the HEA on course activity and outcomes, and co-operate with ongoing monitoring and evaluation, which is managed by the HEA in consultation with the Department of Education and Skills. Requirements will include maintaining a student record for each Springboard participant, linking input data (education, employment history) with outcomes data (course completion, award, and employment by sector). Further details will be supplied as part of contract terms. Funding of courses will be conditional on co-operation with all aspects of the evaluation process and timely return of data.

8   ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020

Springboard is co-funded under the new round of ESF Programme for Employability, Inclusion and Learning (PEIL) 2014-2020. Providers should note that participation in ESF co-financed programmes necessitates specific requirements with regard both to financial management and control and also communication and publicity requirements. Providers may be subject to audit by the EU and other national bodies. Further information on these requirements are available on the ESF website, www.esf.ie.

9   Online system for Springboard applicants
All providers of courses funded through Springboard+ will be required to use the online system www.springboardcourses.ie to manage course information, applications and acceptances as well as return of data as set out above.

10   Selection process and criteria

Decisions on proposals for funding will be made by a panel of experts with industry and educational experience, supported by the HEA. An independent process auditor will oversee the assessment and selection process.

Course proposals will be assessed initially in accordance with the criteria set out in Sections 2-4 of the online course proposal form and the associated marking scheme. Information included as part of proposals on outcomes from previous Springboard+ courses (including ICT Skills Conversion courses) will be cross-referenced with outcomes data returned to the HEA via the online system. These outcomes data will be considered by the panel of experts when recommending Springboard+ 2016 courses for approval. Courses which fail to score a minimum of 50% of the marks available for each section of the course proposal form will not be considered for approval.

It is intended that Springboard+ will support a mix of courses at different NFQ Levels, of varying duration; and having regard to the educational attainment levels of the priority participant groups. The Panel's final recommendation on courses approved will also take into consideration the overall mix of courses by level, type and duration, as well as geographical spread. Further information on the process followed for course approval will be provided after successful courses have been announced.

Further information on the process followed for course approval will be provided after successful courses have been announced. Subject to demand and take-up of individual course places, the HEA may agree to re-allocate unfilled places to other Springboard+ courses.

It is planned that notification of approved courses will be sent to providers during the week commencing April 25. Contracts will be agreed between providers and the HEA and planning and marketing of courses will begin. Uploading of information by providers on approved courses to the online system www.springboardcourses.ie will be an important part of this process.

11   Freedom of information

Information held by the HEA on Springboard will be subject to the Freedom of Information Act 1997 (FOI Act), which was passed into law on 21st April 1997, The Act has applied to the HEA since the 1 October 2001. Policies and procedures on access to information is set out in the following link: http://www.hea.ie/en/freedom-of-information.

Submission of proposals

This Call for Proposals issues on Friday 5 February 2016. A briefing for higher education providers will take place on Monday 8 February. The following documents:

(i)   2016 Guidance for Higher Education Providers on Current and Future Skills Needs of Enterprise
    and
(ii)   Additional information on ICT skills conversion courses accompany this Call document.

A Frequently Asked Questions (FAQs) document will be prepared in due course and published along with the Call and Guidance document on the HEA website www.hea.ie.

(i)   Proposals must be submitted online via http://skillsdirect.hea.ie. A copy of the online proposal template is included in this document for information purposes and to assist providers in planning their response.

(ii)   The closing date for submission of proposals is **13.00hrs Friday 11 March 2016**. The online application system will not accept proposals submitted after this deadline.

(iii)   Any queries on the Call process for 2016 must be emailed to springboard@hea.ie and responses will be made via email. Telephone queries cannot be accommodated, and any form of canvassing will disqualify providers from participation in the initiative. Relevant queries and the answers provided will be published in due course on www.hea.ie.

Indicative* timetable 2016

Call for Proposals issues	**Thursday 4 February 2016**
Briefing on call process	**Monday 8 February**
Deadline for submission of proposals	**Friday 11 March, 13.00hrs**
Providers notified of approved courses	**w/c Monday 25 April**
Contracts agreed with HEA, providers upload information for applicants to www.springboardcourses.ie	**w/c Monday 09 May**
Applications for Springboard+ 2016 open via www.springboardcourses.ie	**w/c Monday 16 May**

*The HEA will endeavour to adhere to these indicative dates; however it may prove necessary to amend them as the initiative rolls out. Any changes in the timetable will be notified to prospective course providers.

Course provider registration [must be completed via http://skillsdirect.hea.ie]

Thank you for your interest in Springboard+. In advance of making a submission(s) to participate in 2016, each prospective course provider is required to have in place some core administrative, academic and pastoral supports. Provision of these supports will be part of any subsequent contractual agreement between the course provider and the Higher Education Authority.

Please complete and confirm the

following: Institute/college name

Business address

Name of contact person:
(*A single point of contact for all Springboard+ courses is required for each provider*)

Contact email:

Contact

telephone:

Information for registration [user name, password]:

Co-ordinator of online Application Management System (AMS):

I confirm that my institute/college will have in place the following elements to support delivery of Springboard+ in 2016:

□ Staff resources to respond promptly telephone and email queries from prospective Springboard applicants from May 2016-October 2016 and onwards, in particular over the summer months

□ A pro-active policy on Recognition of Prior Learning (RPL) that includes recognition of the previous work experience of participants

□ Tailored job readiness training that is an integral part of each course

□ A marketing plan and associated resources that provide an effective information and awareness- raising campaign on Springboard+ opportunities for prospective participants in the locale/region

□ **I confirm that my institute/college will collect and return to the HEA all required academic and employment-related outcomes data.**

2016 CALL FOR PROPOSALS
Template document

Important note: this published version of the template document is for information purposes: it must be completed online for each course proposed, and submitted via http://skillsdirect.hea.ie

1	Course title:	
2	Course code:	
3	ISCED code:	
4	Course Level: Level 6 ▾	
5	Award Type: Supplemental Award ▾	
6	Has this course been previously delivered by your institution under Springboard? Yes ▾ If Yes, please provide both the AMS code <u>and</u> the outcomes data on the course cohort for the most recent year available. If employment data is not known, indicate as such. Please provide the course's AMS code: Please provide the outcome information in the following format: **Year The Course Commenced % of cohort graduating % of cohort in employment after 6 months**	

	[text area]

7	Has this course been previously delivered by your institution in any other capacity?
	[dropdown: No]
	If Yes, please provide the outcomes data on the course cohort for the most recent year available. If employment data is not known, indicate as such.
	Please provide the outcome information in the following format:
	Year The Course Commenced % of cohort graduating % of cohort in employment after 6 months
	[text area]

8	Please list each of the modules on the course:
	[text area]

9	Course Description to appear on springboardcourses.ie
	[text area]

10	Please select to which skills/industry category this course is most closely aligned:
	[dropdown: Information/Communications Technology]

11	Awarding body for the course:
	[text field]

12	Number of ECTS or equivalent credits attached to the course:
	[text field]

13	Entry requirements (qualifications and/or relevant experience) for the course:
	[text area]

14	Overview of your college's policy on RPL for entry to the proposed course (max 200 words):
	[text box]
	A **PDF** of the full policy should be uploaded here (Max. file size is 200MB):
15	How will the course be delivered:
	Online/distance education [dropdown]
16	Please state the planned duration of the course [Maximum 12 months]
	1-4 Weeks [dropdown]
	Proposed start date of course:
	29-01-2016
	Proposed end date of course:
	29-01-2016
	Total number of contact hours proposed per week:
	1-5 hours per week [dropdown]
	Number of on-campus hours proposed per week:
	Distance learning (not applicable) [dropdown]
	Period(s) during which on-campus contact hours will take place:
	Distance learning (not applicable) [dropdown]
17	Overview of the job readiness component of the course [Max 200 words]:
	[text box]
18	Target enrolment numbers (for Springboard cohort only) in 2016-17
	12
	Do you propose to have multiple intakes on this course?:
	[checkbox]
	If there are multiple intakes, please enter details in the box below':
	[text box]
19	If this course is being currently being offered as part of general provision, state the current tuition fee:
	[text box]

20	Should the course be approved, will participants undertake a work placement/internship? Note: must be an in-company placement for Yes to be chosen for this question
	Yes ⏷
	If yes, please provide the following details for the planned work placement/internship:

2   Course links with Labour Market Opportunities - 60 marks

21	How will the proposed course prepare participants to fill identified current/future skills needs? *Using the table below, provide details of industry sectors, skills areas and sample job titles for which the proposed course is preparing participants.* Your response should also include evidence of elements such as links between the course content, including transferable as well as technical skills and knowledge, and the job roles outlined in the table above. If the proposed course has been run previously, include further details of employment outcomes for participants: 30 marks
22	Outline the nature of the collaboration that has taken place between your college and relevant employers/industry contacts: Please list below the names of companies/organisations with which collaboration has taken place on the design, outcomes, work placement/employment components of the proposed course (one company name per line) 30 marks

3   Springboard participant experience and support in getting back to work - 20 marks

23	How does your college plan to market and promote the proposed course, support entry, and successful participation and completion for the target cohort?
	10 marks
24	How does your college plan to support Springboard participants back into work?:
	10 marks

4   Cost and Value for Money - 20 marks

25	a: Total cost of delivering course (Springboard cohort only) (€):	
	b: Enrolment target for course (See Question 18):	
	c: Number of ECTS credits awarded (See Question 12):	
	d: Cost per student (€):	
	e: Conversion factor for 10-credit equivalence	
	Cost per student per 10 ECTS credits (€):	

Part C: Provider Details and Declarations

Name of Provider: *(This will be used for all documentation, tax clearance and invoice payments and must be the legal name of the provider)*	
Business Address	
Name of contact person	
Contact email	
Contact Telephone	

Declaration of eligibility

The Higher Education Authority may exclude from participation anywhere that provider:

(a)   is bankrupt or is being wound up, where their affairs are being administered by the court, where they have entered into an arrangement with creditors, where they have suspended business activities or is in any analogous situation arising from a similar procedure under national laws and regulations;

(b)   is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or of an arrangement with creditors or of any other similar proceedings under national laws and regulations;

(c)   has been convicted by a judgment, which has the force of res judicata in accordance with the legal provisions of the country of any offence concerning professional conduct;

(d)   has been guilty of grave professional misconduct proven by any means, which the contracting authorities can demonstrate;

(e)   has not fulfilled obligations relating to the payment of social security contributions in accordance with the legal provisions of the country in which they are legally established or with those of the country of the contracting authority;

(f)   has not fulfilled obligations relating to the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority;

(g)   is guilty of serious misrepresentation in supplying the information required under this section or has not supplied such information.

Overall declaration of eligibility

We hereby declare that none of the grounds for exclusion listed above applies to our organisation. We declare that we have taken all reasonable measures to confirm that this information provided in this Declaration is true and accurate as of this date.

We acknowledge that we have read and accept the conditions set out in the Higher Education Authority Springboard+ 2016 Call for Proposals.

We confirm that our Proposal(s) remain(s) valid for a period of six months from the Proposal return date.

We confirm that the answers to the questions above are true and accurate and valid as to their contents. We understand that the provision of false or misleading information could result in our exclusion from the procurement process or the rejection of our proposal(s).

We confirm that we are in possession of appropriate copyright/licences/permits for all computer software or other applications required for the programme(s).

We confirm that we will adhere to all Higher Education Authority policies and procedures pertaining to this Call for Proposals.

Signed: _____   Date: _____
(To be signed by Head of organization)