**Request for Quotation**

***QQI Programme Development Project***

Exchange House Ireland Nationals Travellers Service

Cathleen McDonagh-Clark, Education and Training Service Manager

**SECTION 1: Key Information**

**Context**

This Request for Quote (RFQ) is an invitation to consultants to submit a quotation for the *QQI Programme Development Project* contract opportunity. The project involves developing a comprehensive QQI Level 5 Major Programme specifically designed to enhance educational and progression opportunities for members of the Traveller community.

The programme will be developed using Universal Design for Learning (UDL) principles to ensure it is accessible, inclusive, and responsive to the diverse learning needs of Traveller learners. The initiative aims to provide foundational skills, support personal and professional development, and create clear pathways to further education, apprenticeships, and employment.

This project aligns with national priorities to promote educational equity, social inclusion, and lifelong learning among marginalized groups, with a particular focus on the Traveller community.

The contracted consultant will be responsible for designing the full curriculum, including lesson plans, assessment criteria, and teaching materials. They will also prepare all necessary documentation required for QQI validation and provide ongoing support throughout the validation process to ensure the programme meets QQI standards and achieves successful accreditation.

**Timeline**

Here is our timeline for this RFQ.

|  |  |
| --- | --- |
| *Deadline for Submission Quotations:* | **Wednesday 13th August 2025 by 17:00hrs** |
| *Contract start & End date* | The contract will commence in **September 2025**. All work must be completed within the period **September to November 2025 (inclusive)**, with final delivery and completion required by **30th November 2025**. |

**How to contact us**

All enquiries must be directed to the nominated Point of Contact.

*Point of Contact*

*Name:* Cathleen McDonagh, Manager Education and Training Services.

*Email address:* [cathleen.mcdonagh@exchangehouse.ie](mailto:cathleen.mcdonagh@exchangehouse.ie)

**Developing and submitting your quote**

* You must use the Response Form provided in this document.
* You must append an official quotation on headed paper in support of your quotation.
* You may only include product brochures and appendices that are relevant to your response

**Submitting your quote**

* Quotes must only be submitted by email/electronically to the following address:

[cathleen.mcdonagh@exchangehouse.ie](mailto:cathleen.mcdonagh@exchangehouse.ie) with the subject line “QQI Programme Development Project”

Quotes sent by post or fax, or hard copy will not be accepted

**Our RFQ process, terms and conditions**

* *Offer Validity Period:* In submitting a quote the consultant agrees that their quote will remain open for acceptance for 2 calendar months from the Deadline for Quotes.
* This RFQ is subject to Exchange House Ireland’s standard terms and conditions which can be accessed on request.

**SECTION 2: Requirements**

**Objective:**

We are seeking an experienced external consultant or consulting team with a demonstrated track record in programme design, inclusive education, and QQI (Quality and Qualifications Ireland) validation. The consultant will work collaboratively with our internal team and stakeholders to design and prepare a major award programme that is grounded in Universal Design for Learning (UDL) principles and meets all QQI requirements.

**Scope of Work:**

The consultant will be responsible for the following key tasks:

* *Needs Analysis and Stakeholder Engagement*
  + Conduct a thorough needs assessment to inform the structure and focus of the proposed programme.
  + Engage with learners, educators, and relevant stakeholders to ensure the programme responds to identified needs and reflects best practice in inclusive education.
* *Programme Design and Development*
  + The design and development of a major award programme that integrates UDL principles at every stage, ensuring accessibility, flexibility, and meaningful engagement for all learners.
  + Develop all programme documentation in line with QQI requirements, including programme learning outcomes, module descriptors, and assessment strategies that support diverse learning needs.
* *Quality Assurance and Compliance*
  + Ensure the programme complies fully with QQI standards and validation criteria.
  + Review and, where necessary, support the development of relevant quality assurance policies and procedures.
* *QQI Validation Application Preparation*
  + Prepare a complete submission for QQI validation, ensuring clarity, coherence, and compliance with QQI templates and guidelines.
  + Support the validation process, including responding to feedback and preparing for panel engagement.
* *Capacity Building and Knowledge Transfer*
  + Deliver a capacity-building workshop for internal staff, focusing on UDL-informed programme design, inclusive pedagogy, and QQI validation processes.
  + Provide resources and guidance to support future in-house development aligned with inclusive education and quality assurance standards.
* *Expected Deliverables:*
  + Needs analysis report and summary of stakeholder engagement
  + Complete QQI-compliant programme documentation, explicitly aligned with UDL principles
  + Supporting quality assurance documentation
  + Final validation submission pack ready for QQI panel review
  + Staff development session and supporting materials

**Stakeholder Consultation and Engagement**

We require the service to be delivered both on-site (at Exchange House Ireland’s main building) and off-site (remote).

* Plan and facilitate on-site and off-site engagement sessions with:
  + Internal stakeholders (tutors, management, learner support staff)
  + External stakeholders (learners, employers, education partners, community partners)
* Design and use appropriate consultation tools (e.g., surveys, workshops, interviews).
* Compile and analyse stakeholder feedback and clearly document how it informed programme design.
* Produce a summary report of stakeholder engagement with key findings and integration actions.

**Programme Design and Development**

* Design a QQI Level 5 Major Award programme with a minimum of 120 credits.
* Develop at least **eight (8)** comprehensive module descriptors, each including:
  + Learning outcomes
  + Indicative content
  + Teaching and learning strategies
  + Assessment methods
* Create a clear and logical award structure and programme map aligned with QQI award standards and learning objectives.
* Ensure the programme reflects current and emerging industry needs and supports clear learner progression pathways.

**Universal Design for Learning (UDL) Integration**

* Embed UDL principles throughout the programme design using:
  + Multiple means of engagement, representation, and expression.
* Develop varied and inclusive assessment formats, including accessible formative and summative methods.
* Source or develop accessible learning materials in line with WCAG 2.1 and plain language standards.
* Propose delivery models that support flexibility (part-time/full-time, etc.).
* Recommend instructional strategies that support differentiation and inclusive practice.
* Design supports for early identification of learner needs and propose integrated support services.
* Provide a plan for learner orientation, induction, and continuous engagement.
* Recommend staff competencies and training needs for successful UDL delivery.
* Propose tools and mechanisms to evaluate UDL implementation and gather ongoing learner feedback.

**QQI Validation Preparation and Submission**

* Develop the complete suite of QQI validation documentation, including but not limited to:
  + Programme Descriptor
  + Module Descriptors
  + Programme map and structure
  + Assessment strategy and learning outcomes matrix
  + Policies on access, transfer, and progression
  + Quality assurance and learner support frameworks
* Draft the Programme Validation Self-Evaluation Report (PVSER).
* Assist in compiling the final submission package for QQI.
* Prepare Exchange House Ireland for QQI validation panel meetings, including:
  + Pre-panel briefing materials
  + Staff coaching and support during the validation process
* Provide post-submission guidance and adjustments if required by QQI.

**Implementation and Sustainability Planning**

* Identify and outline all human, physical, and digital resources required to deliver the programme effectively.
* Provide recommendations for scalable and sustainable delivery models.
* Propose a phased implementation plan aligned with Exchange House Ireland’s operational capacity.

**Final Deliverables**

* A fully designed QQI Level 5 Major Award programme (minimum 8 modules).
* A complete and ready-to-submit QQI validation documentation package.
* A stakeholder engagement report summarising consultation outcomes.
* A set of actionable recommendations on programme delivery, resource requirements, and sustainability.
* A post-validation support plan, including readiness for panel review and potential follow-up.

**SECTION 3: Evaluation Approach**

**Evaluation Model**

The evaluation model that will be used in this project will be to shortlist only those quotations that meet the pre-conditions and are capable of full delivery on time. These then will be assessed objectively against the stated award criteria (putting higher weightings on more important criteria) to arrive at the highest score, i.e. the preferred option.

|  |
| --- |
| Each quotation/proposal must meet all these pre-conditions. |
| 1. Deep QQI & Regulatory Expertise 2. Quality Assurance & Assessment Innovation 3. Learner-Centered Supports 4. Demonstrated knowledge of Universal Design for Learning (UDL) principles |

**Award Criteria**

|  |  |
| --- | --- |
| Evaluation Model | |
| Criterion ↓ | % Weighting |
| Cost | 10 |
| Quality | 20 |
| Innovation | 20 |
| Added Value | 20 |
| Evidence of all pre-conditions/minimum requirements | 30 |

**SECTION 4: Pricing Information**

**Pricing information to be provided by consultants.**

In submitting the price, the consultant must meet the following:

1. Consultants are to use the pricing schedule template provided below.
2. The pricing schedule must show a breakdown of all costs, fees, expenses and charges associated with the full delivery of the requirements over the whole of the life of the contract. It must also clearly state the total contract price
3. Where the price, or part of the price, is based on fee rates, all rates must be specified, either hourly or daily or both as required.
4. In preparing their quote, consultants are to consider all risks, contingencies and other circumstances relating to the delivery of the requirements and include adequate provision in the quote and pricing information to manage such risks and contingencies.
5. Consultants are to document in their quote all assumptions and qualifications made about the delivery of the requirements, including in the financial pricing information. Any assumption that the organisation will incur cost related to the delivery of the requirements must be stated, and the cost estimated, if possible.
6. Prices should be tendered in Euro (€)

**Request for Quotation**

***QQI Programme Development Project***

**Consultant Response**

**Consultant Details**

|  |  |
| --- | --- |
| Name |  |
| Postal Address |  |
| Contract Person(s) |  |
| Telephone Number |  |
| Email Address |  |
| Web Address |  |
| Tax Reference Number |  |
| Tax Clearance Access Number |  |

**Confirmations**

We/I submit the following quote in response to you RFQ

We/I confirm that [*insert consultant name*] is able to deliver the requirements as follows:

|  |  |
| --- | --- |
| * To the required standard |  |
| * By the delivery date |  |
| * In the requested format |  |
| * To the location requested |  |
| * Validity Period |  |
| * T’s & C’s accepted |  |
| * Official quotation appended |  |
| * Full CV appended |  |

**Meeting the needs of the RFQ**

We/I have appended our/my CE(s) as part of this RFQ

In addition, we/I believe that our/my quotation proposal meeting or exceeds the award criteria, as follows:

|  |
| --- |
|  |

In submitting this quote, we/I have, made the following assumptions:

|  |
| --- |
|  |

**Pricing**

The total price for delivery of the requirements is € \_\_\_\_\_\_\_\_, exclusive of VAT, with a total of € \_\_\_\_\_\_\_\_, inclusive of VAT

A breakdown of the prices is as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Cost Heading | Amount (€) | VAT (€) | Total  Amount (€) |
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|  |  |  |  |
| Totals |  |  |  |

**Authorisation and Sign-Off**

I have bee authorised to submit this quote on behalf of [*insert consultant name*]

|  |  |
| --- | --- |
| Signature |  |
| Full name |  |
| Title/position |  |
| Date |  |