



Request for Quotation (RFQ)

Introduction

This Request for Quotation is to establish a panel of physical activity specialists/instructors/tutors who will work with the HSE to develop a series of online pre-recorded progressive exercise programmes for staff.

HSE Health and Wellbeing, wish to commission the professional recording of a series of online exercise videos for:

- Pilates
- Yoga
- Strength and Conditioning

HSE Health and Wellbeing will be making these recorded productions available via an online platform including www.hse.ie which can be accessed predominantly by HSE employees but may also be accessed by the general public via You Tube.

The programme requires the production of eight 30 minute videos, which will cover appropriate progressions over the course of the programme. Each video will incorporate an introduction, participant screening, health and safety guidelines followed by the main exercise session and concluding with a cool down. The initial programme will cater for beginners.

Design

This is a new initiative and the HSE want to produce a fresh energetic delivery of online exercise classes for staff. Each video will include a recording of the instructor delivering either Pilates, Yoga or Strength and Conditioning, to a virtual class (i.e. there will be no participants in the class for recording). The instructor will provide their own equipment (which must be kept minimal in order to avoid the need for participants to have to purchase or borrow equipment). The instructor must be dressed appropriately for the class they teach. The session will be pre-recorded and promoted to a virtual audience at a later time.

The videos will be focussed on the following areas:

- 8 x Pilates (30 mins)
- 8 x Yoga (30 mins)
- 8 x Strength & Conditioning (30 mins)

Filming

Recording will take place over a 3-5 day period depending on the number of exercise types the instructor is applying for (Pilates, Yoga and/or Strength and Conditioning). Following selection, the successful instructor(s) will record 8 progressive 30 minutes sessions at beginner level. The HSE Health and Wellbeing programme may commission further sessions for intermediate and advanced classes based on demand and as such further filming and recording may be required at a later stage in the process. The successful instructor(s) will attend a suitable venue to film and record the sessions. Where travel to the venue is greater than 40km from instructors base, travel costs will be remunerated in line with the applicable HSE Travel and Subsistence rates. The filming and recording of sessions will be undertaken by an independent videographer (venue and

video costs arranged and covered by the HSE). The HSE will own all intellectual property rights to these recordings and they will become the property of the HSE. The HSE plan to film the first set of 8 videos the week commencing February 22nd 2021 and following the completion and publication of that set of videos a further production of video series will be produced in April and May. The HSE has the right to cancel or amend the timeframe to suit the changing needs and priorities for HSE Health and Wellbeing and the target group.

Submission

The RFQ must be completed in full and accompanied by a five minute video recording of the instructor teaching a virtual class. This recording must be sent via a digital link when returning the RFQ. The five minute video must include:

- A brief welcome
- A warm-up exercise
- A main exercise
- Cool down and closing remarks

For those considering to teach more than one exercise type please note, a 5 minute video is required for each type of exercise, e.g. if you are applying to teach Pilates and Yoga and Strength and Conditioning, you will need to provide 3 x 5 minute videos, one for each type of exercise you are applying for (e.g. max of 3).

In the event you already have some similar recordings previously produced you can send through a link showing 5 minutes of these productions including segments relating to the items outlined above with your application.

Timescale

Following a review of all quotations, successful applicants will form a panel of instructors which will be in place for up to 2 years. It is anticipated to commence filming the first 8 week exercise programme week commencing February 22nd 2021.

Criteria

- Valid and Industry recognised teaching qualification in Pilates, Yoga, and/or Strength & Conditioning essential (copies of same will be required)
- Accreditation or CPD verification (if applicable) / REPS Ireland (S&C instructor only)
- First Aid qualification (copy of certification will be required)
- A digital link to a 5 minute video instructing a virtual class (5 minute video for each type of exercise)
- Professional insurance with public liability to teach the relevant exercise class, specifying virtual delivery, indemnifying the HSE.

Experience

The successful instructor must have:

- At least two years teaching experience
- At least 3 months of teaching to a virtual audience
- Experience in teaching virtual beginner, immediate and advanced classes clearing showing progressions within and across each category of exercise
- Some experience in teaching as part of a workplace programme (preferred)

Criteria for Selection

Submissions will be marked based on the following criteria:

Areas for scoring marks	Weighting
Relevant teaching Qualification	15%
Relevant experience	15%
Pre-requisite video	30%
Cost	40%

Completed RFQ's should be sent by email to healthyireland@hse.ie by 5pm Monday 8th February 2021. Submissions should also include short statements on confidentiality assurance, quality control, data protection and conflict of interest. **Please note, a tax clearance certificate must be submitted with your application.**

A panel will be created for all those who meet the requirements of this RFQ.

For additional queries please email healthyireland@hse.ie.