

## 1. TENDER DOCUMENTS

### AC1 – Programme Director Experience

The tenderer must nominate a named Programme Director who is required to be based permanently in Northern Ireland while the programmes are in operation.

The Programme Director must provide evidence of previous experience of successfully managing and co-ordinating the delivery of an Accelerator Programme to export focused high potential start-ups (HPSUs) by providing the following information:

1. how they have successfully targeted HPSUs;
2. how they have assisted HPSUs in selling to international markets through participation on the programme;
3. how they have assisted HPSUs to attract external investment through participation on the programme.

## 2. Conditions of CONTRACT Doc

### 14.0 Key Personnel

- 14.1 Any Key Personnel will not be released from supplying the Services without the agreement of the Client, except by reason of long-term sickness, maternity leave, paternity leave, termination of employment or other extenuating circumstances.
- 14.2 Any replacements to the Key Personnel will be subject to the agreement of the Client (not to be unreasonably withheld). Such replacements will be of at least equal status or of equivalent experience and skills to the Key Personnel being replaced and be suitable for the responsibilities of that person in relation to the Services.
- 14.3 In the event that the Contractor is unable to provide replacement staff, acceptable to the Client's representative, within reasonable time, then the Client reserves the right to obtain replacement staff from other sources and pass any additional cost on to the Contractor. The Client reserves the right to terminate this Contract where the failure to provide a replacement has a detrimental effect to the timely provision of the Services in accordance with clause 22 (Termination of Contract).
- 14.4 The Client shall not unreasonably withhold its agreement under clauses 14.2 or 14.3. Such agreement shall be conditional on appropriate arrangements being made by the Contractor to minimise any adverse impact on this Contract which could be caused by a change in Key Personnel.

### 3. CONTRACT SPECIFICATION DOCUMENT

#### 7.0 Programme Director for Pre-Accelerator and Accelerator Programmes

- 7.1 A dedicated **Programme Director** must be appointed by the Delivery Agent who will act as the main point of contact for programme participants for both the Pre-Accelerator and the Accelerator Programmes and also for the appointed Invest NI Programme Manager. The Programme Director role shall provide an ongoing directional role to participant businesses, in terms of guiding and navigating them through the entirety of the programmes, ensuring participant businesses are provided with tailored support that reflects their individual needs.
- 7.2 The Pre-Accelerator and Accelerator programmes will be managed by a dedicated Programme Manager within Invest NI's Skills and Competitiveness Division, with support from a range of Invest NI divisions and teams.
- 7.3 The Programme Director shall meet with Invest NI on a monthly basis to provide formal updates on progress against both programmes. In addition, it is anticipated that the Programme Director will be in close contact with the Invest NI programme Manager, covering all aspects of delivery on a day to day basis.
- 7.4 The Programme Director must be available as the dedicated point of contact at all times throughout the duration of both Programmes, to ensure issues are addressed in a timely manner. The Programme Director must have the authority to take decisions and deal directly with all matters relating to this contract.
- 7.5 The Programme Director shall be based in Northern Ireland during the period of the Programmes.
- 7.6 The Delivery Agent will make a team available to support the Programme Director in the delivery of both programmes. Changes to team members must be notified to Invest NI and agreed in advance. Invest NI reserves the right to reject replacements and seek alternative members with experience equal to or greater than the original team in line with Clause 14 of the Conditions of Contract.