**INVITATION TO TENDER**

**1. Invitation to Tender (ITT)**

Landbased Learning Ltd

Tender Reference: AR/03/2024

Date: 18th December 2024

Subject: Stepping into Teaching Course

**Introduction:**

Landbased Learning Ltd invites tenders for the provision of a “Stepping into Teaching” Course. Detailed specifications and terms are provided in the attached documents.

**2. Instructions to Bidders**

**Instructions to Bidders**

1. Tender Submission:

* All tenders must be submitted by Noon, 30th December 2024 to info@landex.org.uk.
* Late submissions will not be considered.

2. Tender Documents:

This ITT includes the following documents:

* Instructions to Bidders
* Terms and Conditions
* Specifications/Scope of Work
* Evaluation Criteria
* Bid Form

3. Clarifications:

* Any questions regarding this ITT must be submitted in writing by 14th December 2024 to info@landex.org.uk.
* Responses to all questions will be shared with all bidders.

**3. Terms and Conditions**

**Terms and Conditions**

1. Contract Duration:

* The contract will commence on 1st March 2025 and end on 30th June 2025.

2. Payment Terms:

* Payment will be made within 28 days of invoice submission, subject to satisfactory delivery and acceptance of goods/services.

3. Confidentiality:

* All information provided in the tender and during the execution of the contract must be treated as confidential.

**4. Specifications/Scope of Work**

**DESCRIPTION OF GOODS AND SERVICES REQUIRED**

**Stepping into Teaching Course**

**SPECIFICATION / TENDER BRIEF**

**PROJECT OVERVIEW**

The “Stepping into Teaching” initiative, led by the Landbased Learning Ltd (LBL) board in partnership with Landex, addresses the urgent need for qualified teaching staff in further education by providing industry professionals with the skills needed to transition into teaching roles. The initiative aims to develop comprehensive online learning materials, with a specific focus on lesson planning, student engagement, and assessment.

LBL is now seeking proposals from qualified institutions to design, develop, and deliver the “Stepping into Teaching” courses, based on survey findings from LBL member colleges. These courses will support new entrants to teaching from industry and will be delivered through flexible, interactive formats.

**PROJECT OBJECTIVES**

* Develop a course that equips industry professionals with essential classroom teaching skills.
* Focus on priority areas such as lesson planning, assessment, student engagement, and behaviour management.
* Create interactive, flexible, and engaging online learning modules that cater to the needs of adult learners transitioning into teaching.
* Provide personalised support, mentorship, and feedback to learners throughout the programme.

**KEY SURVEY FINDINGS**

The project design should reflect the following insights from LBL member colleges:

1. Core Content Priorities:

• Lesson planning (86%)

• Assessment techniques (82%)

• Student engagement strategies (77%)

• Behaviour management (64%)

2. Learning Challenges:

• Managing student behaviour (64%)

• Designing effective lessons (50%)

3. Preferred Delivery Methods:

• One-on-one coaching (82%)

• Interactive webinars (77%)

• Shorter modules (30-60 minutes) (55%)

4. Support Features:

• Access to mentors (95%)

• Personalised feedback (68%)

**SCOPE OF WORK**

The selected supplier will be required to:

1. **Develop Online Learning Materials:**
   1. Create a series of modules (30–60 minutes each) that address the identified core areas: lesson planning, assessment, student engagement, and behaviour management.
   2. Ensure content is interactive, with a mix of instructional videos, activities, and case studies.
2. **Integrate Personalised Learning Support:**
   1. Provide mechanisms for personalised coaching and mentoring, including one-on-one support and access to experienced teachers.
   2. Include interactive webinars where learners can engage with instructors in real time.
3. **Design a Flexible and Accessible Course Structure:**
   1. Ensure that the course is delivered in an accessible online format that accommodates the schedules of working professionals.
   2. Incorporate modular content to allow learners to progress at their own pace.
4. **Provide Evaluation and Feedback:**
   1. Develop assessment tools to track learners’ progress and provide constructive feedback.
   2. Offer personalised feedback to learners after module completion, helping them improve their teaching practices.

**DELIVERABLES**

* A complete set of online learning modules covering all core topics (lesson planning, assessment, student engagement, behaviour management).
* Interactive webinars and personalised coaching sessions.
* A mentorship framework to support participants throughout their learning journey.
* Assessment and feedback mechanisms to monitor learner progress.

**TECHNICAL REQUIREMENTS**

* The course platform must support multimedia content (videos, quizzes, webinars, etc.).
* Must be compatible with commonly used Learning Management Systems (LMS) or be hosted on a user-friendly online platform. The course materials should be accessible via desktop and mobile devices.

**BUDGET**

A detailed budget should be included in the proposal, covering all aspects of course development, including content creation, technical implementation, mentorship program development, and ongoing support.

**INDICATIVE CONTRACT VALUE**

£30,000 - £35,000

**QUESTIONS/CLARIFICATIONS**

For any questions or clarification regarding this tender, please contact [info@landex.org.uk](mailto:info@landex.org.uk) by 14th January 2025.

All questions and responses will be shared with other bidders.

**PROPOSITION**

This tender invites institutions to collaborate on the development of high-quality, flexible, and interactive learning materials for the “Stepping into Teaching” courses. Through this initiative, we aim to create an accessible pathway for industry professionals transitioning into teaching, equipping them with the skills necessary for success in further education.

**DELIVERY TIMELINE**

|  |  |
| --- | --- |
| ITEM | DATE |
| Publication of tender documents | 18th December 2024 |
| Closing date for queries | 14th January 2025 |
| Closing date for tender applications | Noon, 31st January 2025 |
| Supplier Short listing | 3rd February 2025 |
| Supplier Presentations | 18th February 2025 |
| Contract award date | 1st March 2025 |
| Contract completion date | 30th June 2025 |
|  |  |
| Note: Suppliers will be encouraged to commit to trial versions of the course materials as soon as possible within the project timeline. | |

**SUBMISSION INSTRUCTIONS**

Interested suppliers are invited to submit their proposals by Noon, 31st January 2025. Proposals should include:

* Detailed project plan, including course design and structure.
* Overview of the team, including key personnel and their experience.
* Case studies or examples of relevant projects.
* Budget and pricing structure.
* Timeline and deliverables.

Please send proposals to Heather Powell, [heatherpowell@landex.org.uk](mailto:heatherpowell@landex.org.uk).

1. **Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

* Relevance of Experience: Proven experience in developing online learning materials, particularly in education or professional training.
* Alignment with Survey Findings: How well the proposed course addresses the core areas and preferred formats identified by the LBL survey.
* Innovative Approach: Creative and effective use of technology to deliver engaging, flexible, and interactive learning.
* Capacity for Mentorship and Support: Clear plan for integrating mentorship and personalised feedback into the course structure.
* Cost and Value: Competitive pricing and clear justification for the proposed budget.
* Timeline: Ability to meet the project timeline, delivering a high-quality course within the proposed timeframe.

1. Technical Evaluation (Weight: 60%):
   * Compliance with specifications.
   * Quality and performance of the proposed solution.
   * Experience and qualifications.
2. Financial Evaluation (Weight: 40%):

* Price competitiveness.
* Payment terms.

**6. Bid Form**

**Bid Form**

[Company Name]

Tender Reference: [Reference Number]

Date: [Date]

Bidder Information:

- Company Name: [Company Name]

- Address: [Company Address]

- Contact Person: [Contact Name]

- Phone Number: [Phone Number]

- Email: [Email Address]

**Technical Questions for the Stepping into Teaching Project**

Please refer to the submission instructions and evaluation criteria when preparing your answers.

1. **Experience and Expertise:**
   1. Can you provide an overview of your organisation’s experience in developing online learning materials, particularly for education and teaching?
   2. Do you have any case studies or examples of similar projects that support new teachers or individuals transitioning into teaching roles?
   3. Provide an overview of the team, including key personnel and their experience.
   4. Provide Case studies or examples of relevant projects.
2. **Technical Capabilities:**
   1. What platforms and technologies do you specialise in for developing online learning materials?
   2. How will your solution ensure compatibility across various devices (e.g., PCs, tablets, smartphones, Macs)?
   3. How will you ensure integration with existing Learning Management Systems (LMS) used by colleges?
3. **Project Management:**
   1. What is your approach to managing the development of online educational materials? Please outline how you will manage timelines, milestones, and communication with key stakeholders.
   2. How do you manage risks and unforeseen issues during the project lifecycle to ensure timely delivery?
4. **Course Content and Structure:**
   1. How will you incorporate the identified core topics (lesson planning, assessment, student engagement) into the learning materials?
   2. How will you ensure that the course content supports practical skills development, such as managing student behaviour and designing effective lessons?
   3. Provide a detailed project plan, including course design and structure.
5. **User Experience:**
   1. How will you ensure that the materials you develop are intuitive, user-friendly, and accessible for lecturers with varying levels of digital literacy?
   2. What strategies will you use to make the learning materials engaging for users transitioning from industry into teaching roles?
6. **Training and Support:**
   1. What training resources will you provide to ensure college staff can effectively deliver and utilise the developed learning materials?
   2. Can you provide examples of any training programmes or resources you have developed for similar education-focused projects?#
7. **Customisation and Scalability:**
   1. How will your solution allow colleges to customise and adapt the learning materials to their specific needs?
   2. How will you ensure that the content is scalable and can be adapted for varying levels of experience among users (e.g., new teachers vs. experienced professionals)?
8. **Evaluation and Impact:**
   1. How will you measure the impact of the learning materials on teacher preparation and performance?
   2. What feedback mechanisms will you incorporate to ensure continuous improvement of the course materials based on user input?
9. **Cost and Licensing:**
   1. Can you provide a detailed breakdown of the costs associated with developing, delivering, and maintaining the learning materials?
   2. What are the licensing terms for the learning materials, and will there be any ongoing costs or subscription fees?
10. **Compliance and Security:**
    1. How will you ensure that the learning materials comply with relevant data protection regulations (e.g., GDPR) and privacy standards?
    2. What security measures will you implement to protect sensitive data within the learning materials and user platform?
11. **Support and Maintenance:**
    1. What ongoing support and maintenance services will you offer post-deployment to ensure the continued effectiveness of the learning materials?
    2. How will you handle updates, bug fixes, and improvements to the materials over time?
12. **Innovation and Future Development:**
    1. How do you plan to incorporate emerging educational technologies and trends into the learning materials to enhance the teaching experience.
    2. Can you outline your vision for future enhancements or expansions of the learning materials based on evolving educational needs?

**Note: The answers to each question must not exceed 250 words excluding any graphs or diagrams. Any words above this limit will not be considered during evaluation.**

**Bid Details:**

* Total Bid Price: [Amount in pounds sterling including VAT] – Please attach

(Include required budget and pricing structure)

* Delivery Schedule: [Proposed delivery timeline] – Please attach

(Include timeline and deliverables)

* Payment Terms: [Proposed payment schedule] – Please attach

Authorised Signature:

- Name: [Name]

- Title: [Title]

- Signature: [Signature]

- Date: [Date]