

TENDER QUERIES AND RESPONSES

Tender Reference: AR/03/2024

Date: 14th January 2025

Subject: Stepping into Teaching Course

1. Projected Number of Learners:

Q: Can you provide an idea of the projected number of learners?

A: The projected number of learners will vary across colleges. While we cannot provide an exact figure, we estimate participation based on interest surveys conducted among member colleges. We recommend bidders prepare for scalability to accommodate varying demand.

2. Expectations Around Train the Trainer:

Q: Can we get more clarity on the expectations around train the trainer?

A: The train-the-trainer component is intended to enable college staff to independently deliver and support the course after its initial rollout. Bidders should outline how they would develop and deliver this program, focusing on equipping staff with the necessary skills and materials.

3. Mechanisms for Coaching and Mentoring:

Q: Can we get more clarity on the mechanisms for coaching and mentoring? Is it about providing the coaching and mentoring or setting a framework for this that can be managed internally by the college? or both?

A: The expectation is twofold:

- a. Provide coaching and mentoring directly to learners during the initial implementation.
- b. Develop a sustainable framework for colleges to manage coaching and mentoring internally beyond the project.

Both approaches should be addressed, with emphasis on establishing a scalable system for internal use.

3. Localised Delivery of Face-to-Face Activities:

Q: For any face to face activities, are there any plans for localised delivery?

A: While the course is predominantly online, any face-to-face components should ideally be delivered regionally to minimize travel for participants. We encourage bidders to propose how they would manage this aspect.

5. Learning Platform:

Q: Do you intend to use your own learning platform or would you want to use the supplier's

A: We prefer to host the course on our existing Learning Management System (LMS) where possible. Bidders should confirm compatibility with our LMS or provide alternative hosting options.

6. Assessment, Feedback, and Qualification Requirement:

Q: One of the goals is around assessment and feedback. But no mention of a qualification? Please clarify the requirement for this.

A: The course does not aim to confer formal teaching qualifications. The focus is on developing practical teaching skills, with assessment and feedback mechanisms geared toward tracking progress and improving learners' confidence and competency.

7. Word Count Confirmation:

Q: Word count - please confirm the 250 word limit is 250 words per sub-question (e.g. 250 words for Q1.1, 250 words for Q1.2 etc.)

A: The 250-word limit applies per sub-question (e.g., 250 words for Q1.1, 250 words for Q1.2, etc.), ensuring bidders can fully address each aspect of the tender.

8. Follow-on Engagement Requirements:

Q: Please clarify the follow-on engagement requirements.

A: Beyond project completion, we expect suppliers to provide support for ongoing updates, refinement of materials, and advice on scaling or adapting the course. Proposals should outline how this follow-on support will be structured.

9. Timelines Beyond 30th June 2025:

Q: Timelines – please confirm the timeframe of the support to be provided beyond the 30th June 2025 contract completion date.

A: Support is expected to conclude with the project by 30th June 2025 unless further contractual arrangements are agreed upon. Proposals can include optional post-project support packages for consideration.

10. Beneficiaries – Land-Based Learners Only:

Q: Will the beneficiaries be for Land based learners only?

A: While the course is primarily designed for land-based learners, it may also benefit professionals from other sectors transitioning into teaching. Proposals should focus on flexibility to cater to diverse audiences.

11. Intellectual Property (IP) Rights:

Q: Please confirm that the supplier would still hold the Background Intellectual Property Rights for any pre-existing materials used as part of this project.

A: The supplier will retain Background Intellectual Property Rights for any pre-existing materials used in the project.

12. IP Clause Negotiation Flexibility:

Q:

- a. Can we negotiate the IPR clause to be mutually beneficial?
- b. Is there any flexibility on content IP? The current clause 5 would appear to preclude ETF from reusing any works or supplies provided. Is it possible that some sort of license to use perpetuity as an alternative be accepted?
- c. Would you be open to an IP license for a period of time? For example, you buy the rights to use our materials at a cost of X (TBC) each year for a period of 5 years.

A: It is not anticipated that changes to the IPR clauses in the contract will need to be, but the subject can be discussed with the successful application.

13. Number of Modules

Q: How many modules are required – is it 4? (only lesson planning, assessment, student engagement, and behaviour management)

A: Yes, we envisage the course comprising four core modules:

- Lesson Planning
- Assessment
- Student Engagement
- Behaviour Management

14. SCORM Packages for Hosting

Q: Do you envisage that the main content will be produced as SCORM packages for hosting on different college LMSs?

A: The main content should be compatible with SCORM to allow hosting on various Learning Management Systems (LMS) used by participating colleges, as well as the Landbased Learning Ltd Moodle platform.

15. Hosting on Bidder's LMS/System

Q: Do you expect the successful bidder to host the Modules on their LMS/system?

A: We do not require bidders to host the modules on their own LMS. The developed materials will primarily be hosted on the Landbased Learning Ltd Moodle platform and must also be compatible with commonly used LMS platforms to ensure broad accessibility.

16. Preference for Authoring Tool

Q: Is there a preference for authoring tool used to create content, eg something like Articulate Rise to allow non experts to edit materials outside the period of funding?

A: We encourage the use of tools such as Articulate Rise or H5P, which are user-friendly and allow non-experts to edit and maintain the materials after the funding period concludes.

17. Hosting Preference

Q: Do you want hosting to be on different college LMSs or on a shared platform delivered as part of the project?

A: While the Landbased Learning Ltd Moodle platform will host the materials centrally, they must also be adaptable for deployment on the LMSs of participating colleges, such as Moodle, Blackboard, Canvas, Microsoft Teams, or Google Classroom.

Commonly Used LMS Platforms

A: The most used platforms among participating colleges include:

- Moodle (including the Landbased Learning Ltd Moodle platform)
- Blackboard
- Canvas
- Microsoft Teams with integrated LMS functionality
- Google Classroom

18. Budget Coverage

Q: Does the total £30-35K budget need to cover all the tutoring / coaching / mentoring time?

A: Yes, the £30-35K budget includes VAT and must cover all aspects of the project, including content development, tutoring, coaching, and mentoring time.

19. Purpose of Tutoring/Coaching/Mentoring

Q: Who is the tutoring / coaching / mentoring time for?

A: The tutoring, coaching, and mentoring time is intended to support learners transitioning into teaching roles. This may include personalised guidance, webinars, and feedback mechanisms.

20. Post-Completion of Contract

Q: The contract completion date is 30 June 2025; what happens after that? (with regard to both live support and ongoing hosting / support / maintenance of any platform delivered)

A: After the contract ends on 30th June 2025, the materials hosted on the Landbased Learning Ltd Moodle platform will remain accessible for users. There is no guarantee of additional live support or maintenance unless further funding is secured.

21. Further Funding for Ongoing Support

Q: Will further funding be made available for ongoing support?

A: At this stage, we cannot confirm additional funding for ongoing support. Proposals should assume self-sufficiency of the materials post-completion.

22. Expected Number of Learners

Q: How many learners will there be expected to use the modules?

A: We estimate approximately 100–200 learners across participating colleges.

23. Correct Email for Bid Submission

Q: Which is the correct email to submit the bid to as the tender mentioned two info@landex.org.uk and heatherpowell@landex.org.uk

A: Please submit your bid to info@landex.org.uk by noon on 31st January 2025. While Heather Powell's email is included for correspondence, all formal submissions should go to the primary tender email address.

24. Outsourcing Work to a Partner Supplier

Q: What are the specifications for the bid that you would request for a supplier who is going to outsource some of the work to a partner supplier?

A: If you plan to outsource work to a partner, please include the following in your proposal:

- Details of the partner organisation(s)
- Roles and responsibilities of each party
- Evidence of the partner's relevant expertise and experience
- Clear management and accountability structures