



Invitation to Tender Specification

Provision of engineering construction industry-related
e-learning content (Ref: PH 05-24)

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The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the contract:

Provision of engineering construction industry-related e-learning content (PH05:24).

Full details are included in these documents, which describe:

- the services required
- the basis of tendering; and
- the processes to be followed in the submission of tender offers.

1. Background

The ECITB is the employer-led skills, standards and qualifications body for the development of the engineering construction workforce of Great Britain. An arms-length body of the UK Government, the ECITB reports to the Department for Education.

The ECITB works with employers and training providers to attract, develop and qualify the engineering construction workforce in a wide range of craft, technical and professional disciplines. We invest about £25 million each year to support skills development within the industry.

The organisation was established to address a market failure within the industry to provide training to its workforce. The ECITB addresses this market failure through its levy and grant system, which is used to drive up skill levels and fund training that would otherwise not take place.

Along with the education sector, government and employers, we work to ensure the UK has workers with the skills to meet the needs of the engineering construction industry. We design and award a wide range of qualifications, covering craft, technical and managerial disciplines. We are also responsible for developing and maintaining National Occupational Standards for the industry, which form the basis of our Training Standards, Vocational Qualifications, Technical Tests and Licensed Programmes, delivered by our approved network of training providers.

This tender is for an e-learning content provider, to provide access to a library of SCORM/xAPI trackable learning content relevant to the engineering construction industry, including for its specific sectors, which ECITB can make available to all its customers for consumption through its Learner Experience Platform (LXP) or via FTP (File Transfer Protocol) for upload to and consumption through their own internal online platforms.

2. Definitions

In this specification the following terms shall have the following meanings:

"Contractor": The Provider successfully awarded the Contract

"Client": The ECITB (Engineering Construction Industry Training Board)

"Parties": The ECITB and the Contractor

"E-learning content": Digital educational materials relevant to the engineering construction industry, including SCORM/xAPI trackable learning modules, videos, podcasts, infographics, articles, and other multimedia elements, designed to be accessible on various devices and consumed through an online learning platform.

"Library of content": A collection of e-learning modules covering various topics within the engineering construction industry sectors, which can be provided as a whole or in part, depending on the tenderer's capability.

3. Scope

The ECITB seeks proposals from qualified e-learning content providers to supply access to their library of e-learning content.

This content will be integrated into the ECITB Learning Experience Platform (LXP) and made available to more than 150 employers and 10,000+ end-user learners within the engineering construction industry in the UK.

Tenderers may submit proposals to provide content that covers all sectors within the engineering construction industry or focus on specific sectors.

The library of content should be:

- Relevant to the engineering construction industry in the UK, and its various sectors.
- SCORM/xAPI trackable to ensure compatibility with our LXP.
- Designed to enhance the skills and knowledge of learners in craft, technical and professional disciplines.

4. The Services

The services required from the Contractor include:

- **Content Provision**: Delivering a comprehensive library of e-learning content that is relevant to the engineering construction industry in the UK. The content can be targeted to cover all sectors or specific sectors, depending on the tenderer's expertise and offerings.
- **Access and Integration**: Facilitating seamless integration of the e-learning content into the ECITB LXP. The content should be accessible to all registered learners and employers within the system.

Tenderers should include a pricing model which may include:

- any upfront fees
- billing cycles
- other payment arrangements.

This framework will ensure that the e-learning content provided is of high quality, meets industry standards, and is accessible to a broad audience within the engineering construction industry.

6. Expenses

Any expenses incurred by the Contractor in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:

- they are reasonable
- they are agreed in advance with the Nominated Contact
- claims for such expenses are accompanied by valid receipts

Agreed exceptional expenses must be inclusive of VAT

It is the ECITB's policy to agree exceptional expenses on the following basis:

- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - economy class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star

Agreed expenses will be reimbursed on an 'as incurred' basis and should not be included in any tender costings.