PART 1

SRD No	REQUIREMENT
1	The design of the product shall emerge from collaboration between the Contractor, SME and FsAST PM. Before manufacture a design document shall be provided by the Contractor detailing a step by step story board of the contents of the output, delivery method and training objectives met. This document shall be reviewed and accepted by both the SME and FsAST PM. Format to be agreed at kick off meeting.
2	The system design shall be such that it meets the specific Training Objectives (TO), the corresponding Enabling Objectives (EO) and the Key Learning Points (KLP) identified by the SME and TRA/course design authority.
3	The output shall be designed in such a way that the student or instructor can utilise it at their own chosen pace (if required).
4	The output, as a graphical asset, shall be designed in such a way that it is ready for the User to deliver onto their VLE, course builder or other platform.
5	The system shall be capable of delivery on single screen, dual screen and tri screen platform (inc instructor screen); format to be identified in the design stage.
6	The system must be developed in non-proprietary, open standards. The contractor shall be capable of producing output for use on the following User access devices (UAD); Desktop, laptop, tablet or mobile; in Windows, Apple or Android operating systems.
7	The system shall be coded in Hyper Text Mark-up Language 5 (HTML5) as standard, however if the authority, SME and Contractor agree in the design stage this may be changed to adapt to evolving requirements (eg Application Program Interface: API).
8	The system, if requested, shall use industry standard wrapping. This shall be agreed with the SME/customer in the design process and shall ensure compatibility with relevant MOODLE platform. Alternatively it shall use the MOODLE tools.
9	If applicable, the system must use a modern and appropriate User interface (UI). – In such that the UI will appear up to date to the student and in line with current e-Learning technology.
10	The system shall be intuitive and simple for the student or SME to operate, for example when reaching the end of a section or paragraph it should be explicitly obvious what to do next.
11	The system shall have a quick response; when an action is selected transitions should be visually smooth.
12	Image, Audio and Video files should be suitably sized for multiple UADs (where possible) and appropriately compressed; acceptable file types are .jpeg, .png, .MP4 and .MP3 .

13	The system shall only use video sequences when a 2D or 3D animation cannot meet the TO's and EO's and it is deemed fundamental to the learning delivery.
14	Audio shall be used as a cue to emphasise and support other presentation methods and shall not be used as a primary means of presentation. Audio shall not simply be a representation of any text displayed on screen. Audio shall only be used if it actually benefits the learning. However if text to speech capability is required for those trainees who learn audibly this shall be defined in the requirement.
15	If audio is used to indicate an error it shall be inoffensive and subdued. Audio shall not have any noticeable distortion and be of a good commercial quality. The system shall have a facility for controlling volume levels.
16	The system shall use recognised standard circuit symbols and abbreviations in all text, diagrams and animations. If not known, these shall be confirmed with the SME at the design stage.
17	When delivery of output is directly onto the DLE or VLE the Contractor shall follow the latest DLE style guide for standardisation (or where applicable; VLE style guide).
18	All output shall be presented using the MOD colour palette which defines colours for headers, titles, text boxes etc.
19	Output onto an establishment's own VLE shall follow their relevant VLE policy – if not held this shall be advised by the establishment requiring the output.
20	All output must meet the constraints detailed at paragraph 14 of the SRD document titled 'Constraints'
21	All output must meet the DTELC TEL eLearning Standards Profile where applicable to the work package.
22	Presentation should be consistent across all output produced. This includes but is not limited to colours, fonts, font sizes, object placement and functionality.
23	The contractor shall be able to offer an online method for review stages throughout output development so the user/SME can review the progress on line without the need for a site visit or CD delivery.
24	If requested, the system shall be delivered to the User and FsAST PM on CD/DVD format. A style guide for the layout and content of the packaging is at Annex A.
25	CDs shall be produced in line with guidance at Annex A of the SRD.
26	Any system, or content, that contains ITAR should be duly noted on the media, media storage (CD) and the VLE course content by the Contractor.
27	No Contractor's logo or form of identification shall be evident on any output.
28	The system file structure is simple and logical so that all content including individual assets can be located. If applicable, a launch icon to start the system should also be available.
29	There shall be an acceptance test on delivery of the product; at an agreed time with the SME; amendments identified by the SME, within the SOR, shall be addressed within the quote.
30	The system and its underlying source components shall be developed in such a manner that in any constituent form they can be reused by the authority or User. - The MOD is to have full Intellectual Property Rights (IPR) for all content produced.

No	
31	Where possible the system shall provide the capability for the SME to replace/alter, without Contractor involvement, the text or graphical content within the output.
32	If delivery method is on CD the system shall be capable to upload onto and launch from the Users chosen VLE without further requirement of the CD. (MOODLE 2.6 or above).
33	All system output shall be created for a combination of both graceful degradation and progressive enhancement – to ensure delivery across different platforms.
34	With every Firm price Quote for tasks the contractor shall provide estimated delivery dates and a MS Project Plan.
35	The system shall meet the requirements of ISO 9001:2015
36	The contractor shall provide a service (when required) to rework existing eLearning products (owned by the MOD) to the standards prescribed in this SRD (most of which have been produced in Flash).
37	The contractor shall hold a Cyber Essentials Scheme certification or hold a verifiable alternative.

PART 2

No	REQUIREMENT
1	Graphical models (2D and 3D): • The sample will display models that clearly represent the actual object/item. • Models shall be appropriately textured and coloured to meet the brief. • Quality of assets shall be commensurate with the requirement – the brief for this example is a basic principles based training course and therefore a gold plated 3D model would not be necessary to meet the objectives.
2	Animation: • The sample will contain animations that move fluently and show a clear representation of the actual motions being simulated. • Where voice over is describing an animation the voice shall be timed correctly with the animation so it is natural for the student to follow.
3	User Interface (UI): • The sample shall demonstrate intuitive and easy to use interface. • It shall be obvious what action the student needs to take to reach the next step of the sample. • Layout and design of the sample shall be clear and professionally presented in line with style guide.
4	Learning (Flow and story): • The sample shall provide a logical step by step story to engage the student. • Each slide shall be titled in some way so the student is aware what stage of the learning he/she is currently located. • Animations shall be clearly tied into the story.

	SRD compliance: • The sample shall be compliant with the applicable lines on the SRD contained within the ITT (items 3, 4, 6 to 16, 18, 20 to 22, 24, 25, 27, 28, 30 to 33 and 35). • Note: This will not be scored as criteria 1 to 4 above are instead it will be a Pass/Fail. The sample shall fail if it does not meet the minimum SRD standards.
5	

COMPLIANCE COMMENTS AND PROPOSAL REFERENCE

COMPLIANCE COMMENTS

TECHNICAL EVALUATION CRITERIA	PASS SCORE	(See Marking Criteria)	WEIGHTING
Scored	3		3
Scored	3		4
Scored	3		1
Pass/Fail	N/A	N/A	N/A
Scored	3		1
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Scored	3		2
Scored	3		3
Scored	3		1
Scored	3		1
Scored	3		2

Scored	3		1
Scored	3		1
Scored	3		1
Scored	3		1
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Scored	3		4
Scored	3		1
Scored	3		3
Scored	3		5
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Scored	3		2
Scored	3		1
Pass/Fail	N/A	N/A	N/A

Scored	3		5
Pass/Fail	N/A	N/A	N/A
Scored	3		1
Scored	3		1
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A
Pass/Fail	N/A	N/A	N/A

TECHNICAL EVALUATION CRITERIA	PASS SCORE	SCORE (See Marking Criteria)	WEIGHTING
Scored	3		1
Scored	3		2
Scored	3		1
Scored	3		3

Pass/Fail	N/A	N/A	N/A