



Pre-Tender Market Engagement

Provision of EdTech Services to Support Local Government CPD4124054

Authority: Department for Levelling Up, Housing and Communities DLUHC (“**the Authority**”).

Date Response required: 17:00 (GMT) – Monday 15th August

1 PURPOSE

- 1.1 This Pre-Tender Market Engagement (PTME) seeks information in preparation for the potential procurement of a Supplier (from herein referred to as a “**Potential Supplier**”) to develop two innovative video training modules for the local government sector. The purpose of this PTME is to:
 - 1.1.1 help define the requirement;
 - 1.1.2 help provide a better understanding of the feasibility of the requirement;
 - 1.1.3 understand the best approach;
 - 1.1.4 understand the capacity of the market to deliver and possible risks involved; and
 - 1.1.5 provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage.
- 1.2 The Authority shall maintain commercial confidentiality of information received during the PTME.

2 INTRODUCTION

- 2.1 With Local Government (LG) spending £67bn with third parties, outsourcing/procurement now underpins much of the local delivery that really matters to residents (from highways and waste collection, to caring for the most vulnerable in society and major construction and infrastructure projects). This a critical area of the public sector and as such improving commercial decision-making and practice in LG is important.
- 2.2 The Authority wishes to work with an innovative educational tech partner to help co-design innovative and exciting training videos to maintain the key themes on the topic of outsourcing/procurement best practice. This would be an exciting opportunity to have a significant impact across the local government sector in England.
- 2.3 Previously, DLUHC developed an 8 part video series on procurement fraud awareness that utilised creative story-story telling as well as cognitive research and best practice (eg. Bespoke mnemonic devices) to creating engaging learning and development content for the Local Government Sector. The videos are still in development and will be published in later in 2022. Initial reactions to the scripts and draft videos have been well received and there is a desire to continue innovating in the video training module space.

3. HIGH LEVEL OUTLINE PROJECT OUTCOMES REQUIRED

- 3.1 In the upcoming FY 22/23, subject to financial approvals, we are looking to partner with an educational tech company to help co-create an additional two video modules on two topics under the procurement umbrella.

- 3.2 The potential supplier from the educational tech space will work with us to come up with an engaging and innovative way to produce two additional short video series.
- 3.3 They will project manage the entire process from conception to publication including (but not limited to):
- Manage focus groups for the scripting
 - Write the scripts and questions
 - Develop learning outcomes
 - Filming and animations
- 3.4 They will adopt innovative methods and leverage exciting methodologies in the learning and development space such as embedding AI and gamification for example.

4. OUTPUTS/DELIVERABLES

- 4.1 Develop and produce two (2x) series of short video modules (topics will be related to the government commercial function series of best practice playbooks)
- 4.2 Specific outputs and deliverables will be confirmed at a later stage within the procurement process, the initial PTME is to explore the current market of potential options for DLUHC to utilise.

5. KEY DATES & TENDERING PROCESS

- 5.1 If it is decided this service is required, it is anticipated that a procurement may start August 2022 with the contract to commence September/October.
- 5.2 These indicative dates are for information purposes only. DLUHC reserve the right to amend these dates at any time, and Potential Suppliers rely on them entirely at their own risk.
- 5.3 The contract is expected to be for a period of 3-6 months.

6. RESPONSE

- a. **Please respond by email to Commercial@Levellingup.gov.uk with the following by 17:00 GMT – 9th August 2022. (the “Response Deadline”).**
- Q1 Would you be interested in bidding for this project?
- Q2 Is this project deliverable in the timeframe proposed? What contract length would you propose it take to deliver the Authorities requirement?
- Q3 Is what the Authority asking for clear?
- Q4 What, if anything, has the Authority missed or overlooked in setting out their requirement?
- Q5 Is there anything here which is irrelevant, outdated or unnecessary?
- Q6 What would the indicative cost be for this piece of work?

Q7 What would be the key challenges for any supplier in setting up and delivering this service as outlined?

Q8 In your opinion, what is the level of risk of modern slavery in your supply chain? Can modern slavery risks be managed / mitigated within the service?

7. QUESTIONS AND CLARIFICATIONS

- a. Potential Suppliers may raise questions or seek clarification regarding any aspect of this PTME document at any time prior to the Response Deadline. Questions must be submitted by email to commercial@levellingup.gov.uk only.
- b. To ensure that all Potential Suppliers have equal access to information regarding this PTME exercise, responses to questions raised by Potential Suppliers will be published in a “Questions and Answers” document, which will also be circulated by email, with updates appearing at regular intervals (approximately two to three working days).
- c. Responses to questions will not identify the originator of the question.
- d. If a Potential Supplier wishes to ask a question or seek clarification without the question and answer being revealed, then the Potential Supplier must state this in their email and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Supplier will be invited to decide whether:
 - i. the question/clarification and the response should in fact be published; or
 - ii. it wishes to withdraw the question/clarification.

8. GENERAL CONDITIONS

- a. This PTME will help the Authority to refine the requirements and to understand the potential level of interest in the delivering requirements. It will also aid Potential Supplier’s understanding of the requirements in advance of any formal competitive tender exercise.
- b. The Authority reserves the right to change any information contained within this PTME at any time, and Potential Suppliers rely upon it entirely at their own risk.
- c. The Authority reserves the right not to proceed with a competitive tender exercise after this PTME or to award any contract.
- d. Any and all costs associated with the production of such a response to this PTME must be borne by the Potential Supplier.
- e. No down-selection of Potential Suppliers will take place as a consequence of any responses or interactions relating to this PTME.
- f. The Authority expects that all responses to this PTME will be provided by Potential Suppliers in good faith to the best of their ability in the light of information available at the time of their response.
- g. No information provided by a Potential Supplier in response to this PTME will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Supplier, in any subsequent formal procurement process.