**Ref: RFI 230601**

**Date – 26th June 2023**

**Request for Information – Student Modules – including Consent and Tackling Harassment**

You are invited by Liverpool John Moores University, to provide information pertainibg to the following requirement.

LJMU have proposed that a provider should deliver mandatory training for all students, and that this should include training for potential witnesses to raise awareness of and prevent sexual misconduct; this is known as ‘bystander training’.

This training should be underpinned by credible evidence and evaluation which demonstrates measurable changes in attitudes and behaviours as a result of the training. Given the complexity of these issues, we would expect there to be an appropriate amount of time dedicated to mandatory training as well as an opportunity for attendees to ask questions. For example, a short online session at the beginning of a student’s higher education career that does not allow for questions and discussion, is unlikely to be sufficient to meet our proposed requirements

Further information to contextualise our needs are in the link below

<https://www.officeforstudents.org.uk/media/292f4ba4-0938-4bf3-a9b8-bde76f663185/harassment-and-sexual-misconduct-consultation-2023-final.pdf>

Please provide a completed RFI no later than 5pm on 10th July 2023, via e-mail to:

Name: - Kathryn Houghton

E-mail: - [K.L.Houghton@ljmu.ac.uk](mailto:K.L.Houghton@ljmu.ac.uk)

If you have any queries prior to the closing date regarding this request for information, please contact [K.R.Orme@LJMU.ac.uk](mailto:K.R.Orme@LJMU.ac.uk) (Katherine Orme) via email.

**The requirement**

LJMU may have a requirement to provide online modules / also available via mobile apps, and group training (Q&A needs) to our student population (approx. 25,000, plus approx. 8,000 collaborative)

<https://www.ljmu.ac.uk>

At this stage we have not determined if this can be developed in house or if we need to tender for this.

**Timescales**

Potentially the 1st Semester – Academic Year 2023/2024

**Section One - EOI – Response**

LJMU request the following information as a response to this RFI:

**Section One**

**1.1 Company Information**

|  |  |
| --- | --- |
| Company Name |  |
| Company Address |  |
| Name of the individual who will deal with queries regarding the EOI |  |
| Website address |  |
| Nature of Organisation, e.g., Plc, Ltd, Partnership etc. |  |
| Parent Company (if applicable) |  |
| Subcontractors – do you utilise subcontractors, if so in what capacity? |  |
| Number of employees |  |
| Organisational Turnover |  |
| Number of years in operation |  |

**1.2 Insurance Cover**

|  |  |
| --- | --- |
| **Insurance Type** | **Value of cover** |
| Employers Liability |  |
| Public Liability |  |
| Professional Indemnity |  |
| Product Liability |  |

* 1. **Overview of your capabilities for this project?**

Please provide a brief description of your capabilities for this requirement

Your response should include whether you also provide content for these modules, or this is required from the client.

In addition, please state if you have the capability to offer workshops regarding the subject matter? If so, please provide details of what this offering entails?

* 1. **– Learning Management System** 
     1. LJMU use Canvas as their LMS / VLE, is your solution able to integrate with Canvas? If so, please provide brief detail of what is entailed, and the resource required within your company and LJMU to implement this?
     2. If not, and you deploy a standalone module / app please provide details of how this would be implemented?

Please ensure you provide details of what LJMU resource would be required to implement and provide ongoing support. Your response should also include any details of support you provide, including manuals, videos, chat, train the trainer etc

Is your solution accessible?

Does your solution accommodate ADFS single sign-on ?

**1.5 Indicative Costings**

With reference to the background information provided in this RFI, please provide indicative pricing as to what the costs are for your / the services inclusive of Vat. Please also explain your pricing model, such as user bands, concurrent licenses etc.

The cost should include all resource, including the LMS / VLE licensing and support

**1.6 Terms and Conditions**

LJMU may tender for this requirement, and if we do embark on the Procurement will include contractual terms. Are there any deal breaker terms that would prohibit you in bidding? For example, Liability clauses.

**1.7 Any further information you wish to provide pertaining to your solution?**

Please provide any additional information that LJMU may find of use with regards to this requirement. Such as areas of issue we may not have identified

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