

**CREATION OF E-LEARNING MODULES
DEADLINE FOR SUBMISSION OF PROPOSALS:
17:00, FRIDAY 12TH JANUARY 2018**

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions. Those questions and their associated responses are detailed below.

Q1. Can you please advise if there are any details available in addition to the ITT, and, if you have a preferred format for submissions?

A1: Please find some more materials that need to be converted to e-learning modules. (Attached as separate documents)

Q2. Will the e-learning modules replace the online toolkits you have produced, or will they supplement each other?

A2: They will exist alongside the toolkits. The e-learning modules should be created to work independently of the toolkits, as audiences may not use both. However, they should be consistent in message, language and tone.

Q3. How long (roughly) do you want each e-learning module to take to complete?

A3: Anything from an hour to half a day. The modules can be dipped in and out of at the participants' convenience, so the e-learning modules can be as long as the content justifies. We just need to see a balance between the usefulness of the content, and the length of time taken to complete the module.

Q4. We produce the majority of our e-learning content in Articulate Storyline 2. Modules can be embedded in and send reports to Moodle. Does this meet your requirements?

A4: Unfortunately not – we would need to be able to edit, update and maintain the modules on an ongoing basis. TNA uses Moodle across the organisation and will provide resource for maintenance and the departments/projects will retain control of their content.

Q5. Do you have a preferred authoring tool for creating these eLearning courses? We would like to propose Articulate Storyline or captivate as these are the most popular but are flexible. The end output would be HTML5.

A5: All of our e-learning is hosted in Moodle, and we don't have any current plans to move to another platform. Some text-heavy content is created in on a platform called Gomo, and then transferred into Moodle – we have the skills to do this within the organisation. The successful contractor will work with the FfA team. What we are looking for is someone to advise the team how to translate the existing training courses into useful e-learning content & activities, and then to build them in Moodle.

Q6. For this project's outputs, does TNA want SCORM e-learning (portable between platforms) or do you want it to be created in Moodle (and so not only useable through Moodle)?

A6: We are open to any solution that will allow us to host the module in Moodle, and make further edits to the content down the line.

Q7. The stated value of the contract on Contracts Finder is £10k. Can you please confirm that this figure is the value of the contract excluding VAT?

A7: £10,000 is the total maximum budget for this piece of work, excluding VAT.

Q8. Would be happy to receive a response to this tender that was based around video learning modules?

A8: Whilst we will consider using video media within our e-learning modules, we would like to keep the focus on exercises and interactivity. Again, this contract is really for someone to build these new learning modules within Moodle, and along the lines of our existing topics, as we need to be able to maintain them on an ongoing basis.