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| Question 1 | Are you looking for one provider for the £40K contract or several different providers? |
| Answer | The Authority is looking for subject experts to cover the whole topics in the specification. The subject expertise could be provided by one provider or multiple providers. |
| Question 2 | What will be the provision in this on-line space for support to schools on the skills known to improving resilience and wellbeing – where face to face training is really a must? |
| Answer | This procurement is only focusing on the development of online training modules that will support teachers to deliver the particular subject areas specified in the procurement specification. These topics have been identified by teachers as areas they find most challenging but do not cover all the other topics they have to teach as part of Relationships, Sex and Health Education.  The Authority is also planning to provide schools with access to face to face training but not through this procurement. |
| Question 3 | Regarding the requirement to work in the offices of the Authority. Could you clarify if the requirement is for all days to be worked in the Authority? |
| Answers | The requirement is for the subject experts to work in the office of the Authority in London when their expertise is needed to develop the relevant training module(s). The Authority does not expect subject experts to work in its London office for five days a week and for every week throughout the duration of the project. The subject experts will only be required when the relevant topic of their expertise is being developed and that could be a few days in a week depending on the topic and speed of development. |
| Question 4 | I couldn’t find a page that set out exactly what needs to be sent back to the department for assessment. Is it just the response to the evaluation criteria questions? |
| Answer | There is a specification document which sets out what the Authority requires and the evaluation document. The authority has not provided a template for bidders to complete when responding to the criteria. Therefore it is up to each bidder to set their responses in a word document. |

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| Question 5 | How would it work as an organisation applying to deliver this work and potentially a number of people with this expertise working together to develop the training modules if they are to be based at the DfEs offices? Could they just be based at the DfEs offices when digitalising the training modules |
| Answer | The Authority is seeking subject expert(s) for each of the main topic areas specified in the procurement specifications. The training modules are to be developed individually but consecutively. The intention is for the subject expert to work with the content developer to develop and digitalise each training module at a time. Therefore the Authority will not have all subject experts (if we do contract with more than one provider) in our office at the same time developing training materials. It is possible that there may be a one-off occasion for bringing all the subject experts with the digital team together to review all the modules. |
| Question 6 | Is there a prediction of how long the contractor would work with the DfE for and over what timeframe would these resources be created? |
| Answer | The Authority intends that this work will be for a period between December 2019 and April 2020. The time spent on developing individual training modules will vary depending on user testing with teachers and the signing-off of the modules. The potential contractor will only be required to travel into the Authority’s office when needed to work on the training modules. The Authority does not expect subject experts to be based in its London office for the entire duration of the project. |
| Question 7 | What is the process around potential conflict of interest if an organisation were to be successful in being the contractor for the subject expert developing the training modules as well as the contractor for the Quality Assurance exercise for the RSHE resources- will the resources created through this tender need to be Quality assured through that process? |
| Answer | There will be no conflict of interest if a bidder is to be successful in securing a contract for developing the training modules as well as the contract for quality assuring resources for RSHE. This is because the two projects are different but complimentary. The training modules will not be quality assured by a third party organisation because they will be developed through user testing with teachers and signed off by the Authority before they are finally published. |
| Question 8 | Is it acceptable to have some of the days spent working elsewhere, rather than at Sanctuary buildings? |
| Answer | Please see response to question 3 above. |

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| Question 9 | When we draw on existing resources for the training modules, is it acceptable to provide a link to them? Similarly, if existing material is incorporated into the new modules can acknowledgement be given to the original source? |
| Answer | The training modules shall be aimed at subject leaders in schools to support them to deliver training to teachers. The structure of the training modules shall include key knowledge and facts presented in power point slides that can easily be adaptable by teachers. The Authority does not envisage the training modules to draw on or refer to other training resources. However, where there is merit to draw on existing resources or refer to them, the Authority will acknowledge the original source of information. |
| Question 10 | Can you please confirm that the £40k budget is inclusive of VAT? |
| Answer | The £40,000 is exclusive of VAT |
| Question 11 | Where we may require images as part of the online training module, can we ask the digital content developer to produce/supply them? |
| Answer | The authority does not envisage the training modules requiring images. However where images are absolutely necessary to convey knowledge and facts the Authority will work with digital team and subject experts on the best approach to include the image. All training modules will be published in compliance to the publishing standards for GOV.UK. |
| Question 12 | Can you please give an indication of the expected duration of the completed CPD training for a particular module? Is there any prototype that would help us understand the expected length of a module? |
| Answer | Please see response to question 6 on the duration for developing the training modules. The length of each training module will vary depending on the key knowledge and facts about the subject. The user testing conducted by the Authority shows that subject leaders will want to use the modules to deliver thirty minutes training sessions with their teachers. Therefore the training modules will be designed to accommodate teachers’ time and workload. The Authority has developed a rough prototype of a training module which it will share with successful bidders. |

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| Question 13 | Must all 6 areas of expertise be covered in every application, through a partnership where necessary, or are you expecting bids which partially cover the 6 areas and you will match subject experts up to ensure all areas are covered?  E.g., if there was a subject expert that covered 4 out of the 6, is it the applicants job to find an expert to cover the other 2 otherwise the bid would be marked as incomplete? |
| Answer | Bidders must specify in their application which subject(s) is their area of expertise. The authority will consider all the bids it receives to ensure it has the expertise for all the subjects in the specification. Where Bidders are covering all the subject areas specified in the specification document, they may want to consider submitting an application for each of the main subject areas if they think they cannot fully demonstrate subject knowledge, expertise and experience through one application.  Bidders are not required to cover all the subject areas that the authority is seeking to procure. |
| Question 14 | Where you have listed content under subject areas, are you considering someone to be a subject expert in the main area - e.g. Relationships Sex Education (Secondary), or are you asking for evidence of expertise against the sub-topics listed below? E.g. Gender identity, online safety?   * 1. **Relationships Sex Education (Secondary)**   Sexual intimacy  FGM  Contraception  Gender identity  Harmful content online such as pornography  Online safety  It is unclear in the documentation which you are asking for and in practice, these are all very different areas of expertise. For example, those with expertise in Gender identity do not tend to also have expertise in online safety, for example. It would be very helpful to know whether you are expecting to see evidence against each of the sub-categories. |
| Answer | The Authority is seeking to develop training modules for the main subject areas including the sub categories of topics. For example the training module for Relationship and Sex Education shall cover topics on Sexual intimacy, FGM and the other topics as specified in the procurement. Bidders must specify the subject areas they have expertise in. For example Bidders can specify that they have expertise in the main subject including all the sub categories of topics or some of the topics. Bidders could also just specify that they have expertise in one or more of the sub categories of topics under any of the main subjects. Bidders are not required to cover all the main subjects area and the sub categories within each subject |
| Question 15 | Will DfE notify the contractor in advance what the sequence of module development will be? Will there be scope for negotiation about the order so that we can ensure availability of the relevant expert at the relevant time? |
| Answer | The Authority shall notify the successful bidder(s) of the sequence of modules development in advance. Please read the Terms and Conditions about subject experts being available at one week notice of development of the training modules. The order of development is not negotiable because the Authority’s research with teachers has shown the order in which teachers would want the training modules to be available. |
| Question 16 | Will it be acceptable to have more than one expert (from a single provider) working on a single module, seated in DfE, at any one time? |
| Answer | The number of subject experts working on any given training module will depend on the outcome of this procurement. The Authority can require one or more subject experts to work on a particular training module if it is needed. |
| Question 17 | There is an expectation that the work finishes on 30th April 2020. Is this an absolute deadline? If the work proves to take longer, can there be any negotiation on the timeframe and budget? |
| Answer | The authority is commissioning a digital team with a delivery manager who will be require to deliver the training modules on time and to budget. The Authority requires the subject experts to work within the team of other contractors and to work to the agreed timetable. Subject experts shall be paid according to their day rates and the time worked on the project. |
| Question 18 | It appears from the language that these notes are written for the person issuing the tender and not for the contractor bidding for the tender. Have I missed something here? |
| Answer | The specification is written in the same language the Authority uses for its procurement documents. It is there to set out the Authority’s requirement that the contractor should meet and therefore bids should aim to meet those requirements. |
| Question 19 | Is the short contract just for illustration so that bidders are clear what the final contract will look like? |
| Answer | The draft contract is the document that will eventually be completed and agreed between the Authority and the successful Contractor(s). It is not for bidders to complete at this stage. |
| Question 20 | From the Q&A sheet, I am taking it that bidders are required to write a word document which responds to the specification and not to complete a schedule or any of the examples in the contract template at this stage? |
| Answer | Yes. See response to Question 4 and 19. |