**Ref: RFI 230501**

**Date – 19th May 2023**

**Request for Information**

**LLM SQE 1 Preparation Course Materials and Learning Management System**

You are invited by Liverpool John Moores University, to provide information regarding your ability to provide LLM SQE 1 Preparation Course Materials and Learning Management System

Please provide a completed RFI no later than 5pm 9th June, 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.L.Houghton@ljmu.ac.uk](mailto:K.L.Houghton@ljmu.ac.uk) AND [K.R.Orme@ljmu.ac.uk](mailto:K.R.Orme@ljmu.ac.uk) via email.

**The requirement**

Given the recent change in qualification as a solicitor in England and Wales, LJMU Law School wish to develop a Masters programme which will provide students with the underpinning knowledge and practice required in order to pass the Solicitors Regulation Authority’s (SRA’s) ‘Solicitors Qualification Examination’ (SQE) which is in 2 parts (SQE 1 and SQE 2) and also to be awarded with a Masters degree from LJMU.

The School of Law at LJMU has the expertise and ability to teach such students in all aspects of the SQE but does not have the infrastructure or resources in place in order to provide the materials required in order to prepare for the SQE 1 examinations which are 100% MCQs. The staff within the Law School do have the resources and ability to teach and deliver their own materials for SQE 2 examinations, however. Therefore, the Law School, would wish to license the use of the SQE 1 prep materials only within their teaching and have students gain access to the provider’s learning management system for additional data analysis and support.

The Law School is not able to provide SQE 1 materials in order to prepare for SQE 1 due to the nature of the assessment and the number of materials that would be required in order for the students to have sufficient training in this type of assessment

**QUANTITY REQUIRED:**

* Approximately 50 to 100 LJMU Law School PG students per annum. The numbers are unlikely to exceed 100 students per annum.

**Timescales**

There is ambiguity as to when we will commence delivery of this program at LJMU. We are aiming for September 2024, but this may be September 2025.

**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

* 1. **– Learning Management System** 
     1. LJMU use Canvas as their LMS / VLE, is your solution for our needs 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 LMS / VLE – 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 costings as to what the costs are for your / the services inclusive of Vat

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 Commencement**

If we were tender for 2024 delivery, but then had to postpone until 2025, what would be the impact on you (if you were awarded the contract), for example, would you withdraw fromthe procurement, or require a retainer fee to reserve the resource until we can commence?

**1.8 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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