Date: 4th May 2021

Maidstone Borough Council, along with Swale Borough Council, are inviting interested parties to take part in a supplier engagement process with regards the provision of eLearning and other virtual training resources.

Across both Councils there are approximately 850 users, and the key requirements are:

* A shared and fully hosted web-based solution
* eLearning or other online provision, such as webinars, videos, documentation, etc to cover the following areas:
	+ Health and Safety at Work (ideally accredited and approved by the HSE)
	+ Regulatory and Legislative Compliance
	+ Information Management
	+ Corporate Governance
	+ Safeguarding Children & Adults
	+ Information Technology including Cyber Security
	+ Management and Leadership
	+ Personal Development
* Able to run in a format suitable for those people who have auditory impairment.
* Include course development and editing permissions. The Councils will be able to develop bespoke e-learning and add this to the catalogue at no extra cost.
* User and client support, including access to helpdesk services will be included in the Contract for the full period.
* Single sign-on compatibility
* Compatible with iTrent (MidlandHR) to enable hierarchy paths and starters/leavers/movers to be updated automatically.
* Full analytics capability for monitoring and reporting by user, line manager and centrally.

Information for the process is as follows:

**Stage 1 – Company Overview and Product information**

Interested parties are invited to submit an overview of their company, and a proposal of the product(s) which they feel would best suit our requirements. We will also require details of any public sector framework agreements your products are available through, as it is likely that we will look to contract via this method at the end of the engagement process.

Our team will assess this information for relevance and suitability, before inviting a shortlist of suppliers to stage 2 of the engagement process.

**Your expression of interest must be made via Kent Business Portal, and the information requested above must be provided by 12:00pm on 28th May 2021 in order to be eligible for assessment.**

**Stage 2 – Presentation/Demonstration**

Shortlisted companies will be invited to give a presentation/demonstration of their proposed product(s). This will need to include, but is not limited to:

* The contents that is available and the different ways that training is presented (e.g. eLearning, video, etc).
* How existing content can be edited, or the Council’s own content added.
* Examples of organisation’s front pages. Although the same provider, the Swale Borough Council and Maidstone Borough Council pages will need to be branded and presented to the learner in a way that is specific to each Council.
* How learner records are stored, can be viewed by different parties, and reports produced.
* How dates of completed programmes are recorded.

**The presentation/demonstration meetings will be held via Skype or Microsoft Teams, and shortlisted parties must book an appointment for week commencing 14th June 2021. Shortlisted parties will need to book their timeslot via Kent Business Portal messaging tab.**

At present, we are flexible on the date and time and will look to accommodate requests on a first come first served basis. Therefore, it is vital that you book early in order to avoid disappointment.

We will require the names of all attendees from the presentation team at the point of booking in order to enable us to send the invitations to the correct people.

At the conclusion of the engagement process, the Council will determine the most appropriate route to market in order to procure a new contract for this service.

If you require any further information at this stage, please contact me.

Many thanks

Kind regards,



**Dan Hutchins**

**Procurement Manager**

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