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| **Soft Market Test for Climate Literacy Training** |
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| Version: v1.0 |
| Date of publication: 25th June 2020 |

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| **Contract Title** | Climate Literacy Training |
| **Directorate** | Neighbourhoods |
| **Service Area** | Environment - Carbon Neutral Cornwall |

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| **Introduction** |
| In January 2019 Cornwall Council declared a climate emergency, recognising the need for urgent action to address the climate crisis. While the whole world needs to adapt, in Cornwall we have an opportunity to lead the way in demonstrating what is possible. The sooner we change, the sooner we can create a Cornwall that provides a clean, prosperous and fair future for all.  As a council we have a leading role to play in the climate emergency, but we cannot deliver these ambitious outcomes alone, we will need support from all of our residents - from our communities, businesses, schools, public sector partners, the voluntary sector and many more.  Our climate emergency response has been identified as golden threads as we embark on the post Covid-19 recovery and renewal process, particularly with the organisational recovery work providing an opportunity to accelerate the delivery of the climate change action plan and reduce our carbon footprint.  To expedite this work and ensure that our staff, leaders and members are cognisant of how they can influence the delivery of our climate emergency response as they return to work, it is imperative that we raise the levels of carbon/climate literacy across the organisation.  Cornwall Council is therefore conducting a soft market assessment to gain an understanding of the potential level of interest in providing Climate Literacy Training.  It is intended that the responses supplied will enable the Council to develop a business proposal. Any such proposal would be subject to the development and approval of a business case, and, as such, this exercise implies no commercial commitment. This is not a formal tender document.  Participation in this soft market assessment will not prejudice suppliers participating in any future procurement.  If you are interested in this area of service provision and also helping with our assessment of the market, please complete the “Information Required” section at the end of this notice along with any additional information you consider to be relevant and return this via **Due North by noon on Wednesday 8th July 2020** |
| **Information Required** |
| ***General Information***   1. **Organisation Name:** 2. **Your Name and position in organisation:** 3. **Background information of your organisation:** 4. **Organisation e-mail contact address:** 5. **Your telephone number:**   ***Contract Specific Questions***   1. **Please outline the approach you propose to take to design and deliver a novel climate change focused learning module (Lot 1 – e-learning, Lot 2 - blended learning package) . Include the approximate amount of time spent for each phase of the process, and indicate the expected overall time spent for a specified length of module.** 2. **What is your background in the production of climate change/environmental issue focussed learning products?** 3. **Please explain your approach to designing and delivering engaging training packages during and post Covid-19 lockdown.** 4. **Please give the credentials for your climate change subject matter experts.** 5. **How many novel learning products does your company produce in a typical year?** 6. **Please provide details of similar contracts / experience that you have delivered.** 7. **Please detail any issues concerns or risks that might prevent your organisation from participating in a future procurement exercise to provide these services.** 8. **Please provide details of aspects which you feel would disproportionately impact your ability to provide value for money should this become a formal procurement opportunity.** 9. **A requirement of the contract is to work in partnership to co-develop the content and for Cornwall Council to retain ownership of the intellectual property rights. Would this discourage your organisation from participating in a future procurement exercise?** 10. **Below is a list of system requirements, please detail if any of the requirements would discourage your organisation from participating in a future procurement exercise and why.**   **It is expected that all e-learning with be Scorm compliant for hosting, delivery and monitoring on the Council’s learning management system (Oracle Learn). This should enable delivery and monitoring of learning across the Council.**  **This package will be hosted on our LMS system (currently Learning Pool) and branded using Cornwall Council Branding**  **The solution needs to be compatible with SCORM V5, HTML5 and Windows Media Player V 12, Internet Explorer 11 (and all future versions), MS Edge, and Chrome.**  **The estate is a mix of Windows 7 and 10, Office 2010 and Office 2016 currently with Windows 7 and Office 10 being phased out.**  **As far as possible be future proofed to allow for changes to operating system and other system upgrades.**  **The e-learning solution will require a responsive interface to ensure accessibility via devices such as mobile phone and tablets.** |

Further information

Please provide your response via Due North no later than noon on the 8th July 2020.

If you have any questions, please don’t hesitate to contact us.