**Appendix B**

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| **Quality – 60% - YOU MUST RECEIVE A MINIMUM SCORE OF 50% TO BE CONSIDERED.** | | |
| **Requirements** | |  |
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| 1 | Please describe your relevant experience in delivering IT Courses and demonstrate how they added value within two Public Sector or Not for Profit organisations within the last 5 years  10% |  |
| **Response: (max wording 500)** | | |
| 2 | We aim for all our training to engage individuals in their learning, please provide examples of your materials and any additional resources available  15% |  |
| **Response: (max wording 500)** | | |
| 3 | Please include CV’s or details of the trainers who would be delivering this programme at Merton Council and provide us with their relevant experience and qualifications in this specific area.  10% |  |
| **Response: (max wording 500)** | | |
| 4 | Please provide contingency plans in place to ensure continuality of service.  10% |  |
| **Response: (max wording 500)** | | |
| 5 | Explain how you would support LB Merton to ensure that the tool is accessible to all employees, please include how those with special needs can be supported to use the tool.  10% |  |
| **Response: (max wording 500)** | | |
| 6 | As part of the parameters of the quotation document, companies are encouraged to include additional features that can be offered at no additional cost.  5% |  |
| **Response: (max wording 500)** | | |