

Annex 3 – Technical response requirements (Technical Content Development RFP)

Format: InnoEnergy welcomes proposals in either text or presentation formats and can include multimedia examples and links (although not required), if the proposal follows the required structure.

Please structure your technical response as outlined below. If InnoEnergy cannot easily and sufficiently identify evidence for each criterion the tenderer may receive a score of zero for the section.

Section 1 - Experience of offering expertise within the relevant technical field in the education sector (aligned to evaluation criteria 1).

Please provide a brief description of your organisation (no more than 250 words)

Demonstrate your expertise and knowledge under each of the 2 LOTs outlined in point 3 of the RFP document (also included below). Only include the LOTs that are relevant to your organisation's experience, however, to participate in this RFP, it is compulsory to demonstrate your expertise for LOT 1. We will consider both the depth and breadth of your experience and encourage your participation in the RFP even if your expertise is only relevant to one of the LOTs below:

A. Subject Matter Expertise, Learning Design & Development – LOT 1

- a. Design and development of pre-production course blueprint / brief
- b. Skills definition or job task analyses related to jobs within the field
- c. Credential creation and review
- d. Learning Design
- e. Content Development
- f. Accessibility

B. Media & Course Production - LOT 2

- a. Development of all digital media assets
- b. Final course packaged in SCORM / LMS compatible format

Please keep each description brief and (if available) provide links to relevant examples of previous work.

Section 2 – Expertise & Knowledge of individuals proposed to work on projects in relevant technical field (aligned to evaluation criteria 2).

Provide CV/s of person / people you propose working on each of the LOT(s) that you are applying for. For the purposes of evaluation, these individual profiles will be considered as evidence of expertise and knowledge.

- 1) Qualifications
- 2) Subject Experience
- 3) Training or education experience (if available)

Section 3 – Project Implementation and proposed processes to manage projects (aligned to evaluation criteria 3)

For this section describe how you would support the management of projects and refer to any expertise that you have in your team that could support this function.

- a. Project management resources, reporting, and approaches
- b. Course development approach (e.g. ADDIE, agile, or custom development approaches)
- c. Sample timeline(s)_
- d. Quality assurance process and checkpoints

Section 4 – Insurance coverage (aligned to evaluation criteria 4).

The proposal must specify whether the supplier has taken out company liability insurance and/or professional liability insurance including the maximum amount of coverage in Euro per event per insurance.