**Annex 4 – Financial Response requirements (Technical Content Development RFP)**

Please ensure that the following information is provided in your financial response and all amounts should be exclusive of VAT.

**AI Use and Disclosure (Applicable to All Lots)**

The use of Artificial Intelligence (AI) or Machine Translation (MT) technologies in any aspect of content design, development, or localization is not prohibited, but must be transparent, human-reviewed, and pre-approved.

All deliverables—whether text, media, voice, or translated content—must meet the same quality, accessibility, and accuracy standards as fully human-created work.

**Requirements:**

* Disclosure: Vendors must clearly indicate where AI tools (including generative AI, machine translation, or synthetic voice) are used within their proposed workflows or deliverables.
* Human Oversight: All AI-generated outputs must undergo human review, editing, and quality assurance before delivery.
* Voice Quality: Any AI-generated voice must be natural-sounding, humanlike, and approved by the InnoEnergy project team prior to production or release.
* Compliance: Vendors must comply with GDPR, EU AI Act, and relevant intellectual property regulations.
* Data Security: No proprietary InnoEnergy or customer data may be entered into public or unsecured AI systems without written authorization.
* Right of Rejection: InnoEnergy reserves the right to reject or request replacement of any AI-assisted deliverable that does not meet required standards of quality, clarity, or tone.

1. **Asynchronous Course Design and Development - LOT 1**

All quoted prices should include the standard deliverables required under a full learning design and development cycle (ADDIE or equivalent), including:

* High-Level Design Document (HLDD)
* Learning objectives and alignment to competencies
* Storyboard design
* eLearning module development and testing
* Quality assurance and accessibility compliance
* Review rounds and revisions as specified
* Delivery of SCORM 1.2 or 2004 compliant packages

Please specify separately any optional services not included in your per-hour price (e.g., voice-over, localization, video production, translation, platform integration).

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| **Level** | **Indicative Description** | **Vendor Description of Inclusions** |
| **Level 1 – Foundational (Basic)** | Primarily text- and image-based modules with limited interactivity, using existing templates or design systems. Typical elements may include static graphics, minimal animation, and simple knowledge checks. Suitable for awareness or information-based learning. | Please describe what your Level 1 package includes ( |
| **Level 2 – Enhanced (Standard)** | Moderately interactive modules combining text, graphics, short video or animation segments, and limited branching scenarios. Designed for applied learning with greater engagement. | Please describe what your Level 2 package includes |
| **Level 3 – Immersive (Advanced)** | Highly interactive and media-rich modules with scenario-based storytelling, simulations, or complex branching. Focused on behavioural change, decision-making, or technical application. | Please describe what your Level 3 package includes |

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| Level | Price per Learner hour (in Euros) | Estimated Development Time (in weeks) | # of review rounds included | Assumptions/Exclusions |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

1. **Professional Learning and Training Development – LOT 2**

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| Level | Indicative Description | Typical Deliverables | Vendor Description of Inclusions |
| Level 1 – Core Learning | Foundational or awareness-based training with limited customization or interactivity. Suitable for straightforward concept delivery or compliance topics. | • PowerPoint deck (template-based)• Basic facilitator notes• Learner handout or job aid• Simple knowledge checks (optional)• No video or animation | Describe what your Level 1 package includes |
| Level 2 – Applied Learning | Moderately interactive learning mixing short eLearning modules with guided instruction and applied exercises. Designed for skill practice or procedural learning. | • Custom PowerPoint slides• Facilitator and participant guides• 1–2 short SCORM modules (5–15 min each)• Graphics or light animation• Job aids or templates | Describe what your Level 1 package includes |
| Level 3 – Experiential Learning | Scenario-based or simulation-style training requiring learner participation, decision-making, or coaching. Focused on advanced or behavioral skill development. | • Full workshop or blended experience design• Complex branching or simulation modules• Custom graphics, animation, or video• Participant workbook• Assessment tools or certification assets | • Describe what your Level 3 package includes |

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| **Level** | **ILT / vILT**  **(€ per minute)** | **eLearning**  **(€per minute)** | **Blended Program (€ per minute)** | **Estimated Time to Complete (in weeks)** | **Assumptions / Exclusions** |
| Level 1 Core |  |  |  |  |  |
| Level 2 Applied |  |  |  |  |  |
| Level 3 Experiential |  |  |  |  |  |

We welcome and encourage examples of assets in each level for clarification purposes.

1. **Translation and Localization Services – LOT 3**

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| **Level** | **Indicative Description** | **Typical Deliverables** | **Vendor Description of Inclusions** |
| **Level 1 – Translation Only** | Direct translation of on-screen text, assessments, and transcripts. No media or voice-over adaptation. | • Translated text files• Proofreading• Translation memory (TM) or glossary (if available) | Describe your process, tools |
| **Level 2 – Translation + Basic Localization** | Text translation plus simple media updates (graphics, captions) and SCORM rebuild in target language. | • Localized graphics and onscreen text• Updated SCORM files• QA and testing of playback | Describe your inclusion |
| **Level 3 – Full Localization (Advanced)** | Complete adaptation of all text, audio, and media for cultural relevance, including new voice-over and regional examples. | • Translated scripts and voice-over• Fully localized SCORM• Functional QA in target language• Delivery package for LMS upload | • Describe your full localization workflow, voice talent process, review rounds, and QA standards. |

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| **Level** | **Price per Word (€)** | **Price per Finished Minute (€ )** | **Languages Supported** | **Includes Voice-over (Y/N)** | **Includes SCORM Rebuild (Y/N)** | **Assumptions / Exclusions** |
| Level 1 – Translation |  |  |  |  |  |  |
| Level 2 – Basic Localization |  |  |  |  |  |  |
| Level 3 – Full Localization |  |  |  |  |  |  |

We welcome samples of your work.