



Creation of E-learning Resources

Prequalification Questionnaire

This document and the information it contains are provided solely for the purpose of allowing potential suppliers to provide a response to the prequalification questionnaire for the services being procured. It is issued under the Restricted Procedure of the EU Procurement Services Directive.

Any supplier wishing to submit a response to this prequalification questionnaire must register their intent with UKERNA before submitting the proposal. UKERNA will not accept proposals from suppliers who have not registered according to the procedure described in this document. UKERNA will not accept any registrations after 30th August.

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Authorised	Name: Shirley Wood Position: Head of Communications and Support	Signature: Date:
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Foreword

Potential suppliers should note that the information given at this stage will be subject to verification at later stages of the procurement process. If any error, omission or misrepresentation on the part of the potential supplier is discovered, UKERNA reserves the right to disqualify the potential supplier from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

1. Introduction

This document describes the process that initiates the first stage of the creation of a preferred Supplier List. This list will include 5 suppliers that UKERNA will send future tenders for the creation and supply of e-learning resources to.

The procurement process will be managed according to the restricted procedure as specified by the European Procurement Services Directive, 2004/18/EC, and this document is an integral part of the restricted procurement announced by UKERNA in the Supplement to the Official Journal of the European Union (OJEU).

If your company wishes to qualify as a bidder and be invited to participate in the procurement for the provision of e-learning resources then the appended questionnaire must be completed in its entirety.

The OJEU notice (formerly the OJEC notice) and information contained in section 4 of this document provide details of the selection process. Section 2 of this document provides an overview of the creation of e-learning resources required by UKERNA. Instructions for completion of this questionnaire are given in section 6.

The questionnaire itself is to be found in annexes A through to B. Questions in Annex A relate to the background of your company. Questions in annex B relate to your company's experience and understanding of the requirements.

JANET, SuperJANET and UKERNA

JANET is the wide-area network that was created in 1984 to serve the needs of the higher education and research sector in the United Kingdom.

JANET provides services to all Higher Education Institutions, Further Education Colleges and Research Council establishments in the UK. The network also provides services to Adult and Community Learning and Specialist Colleges, Schools Networks and various research institutes. JANET has grown from an X.25 based network in 1984 connecting 50 sites, to an IP based network today with more than 1000 direct connections available to a community of 18 million users. "SuperJANET" is the name given to the national core backbone of JANET, which currently operates at 10Gbit/s, with access links at mostly 2.5Gbit/s to 19 regional networks. The regional networks operate under contract to UKERNA to deliver JANET to Higher Education Institutions, Further Education Colleges and Research Council establishments. The current version of the backbone is SuperJANET4. The rollout of its successor, SuperJANET5, is underway and will be completed by the end of 2006.

The JNT Association, trading as UKERNA, is responsible for providing JANET through a service level agreement with the Joint Information Systems Committee (JISC) of the Higher Education Funding Council for England; the Learning and Skills Council; the Scottish Higher Education Funding Council; the Scottish Further Education Funding Council; the Higher Education Funding Council for Wales; the National Council for Education and Training for Wales; and the Department for Employment and Learning in Northern Ireland.

Scope of the Provision of JANET

JANET currently interconnects and provides wide-area network services to all Higher Education Institutions, Further Education Colleges, Adult and Community Learning, Specialist Colleges and Research Council establishments in the UK. Connections to other organisations, including those in both the public and commercial sectors, which work in collaboration with these bodies in the areas of education, training or research are also provided.

In addition, JANET connections are currently provided to schools' Regional Broadband Consortia networks in England, to the Scottish Schools Digital Network, and to the Lifelong Learning Network in Wales. It is also provided to a number of Local Authorities, Local Education Authorities and Unitary Authorities to serve the needs of adult and continuing education, and for other activities of the Authorities which are of benefit to the public, primarily but not exclusively in the context of education and training.

The JANET Connection Policy defines the conditions under which organisations may be connected to JANET. The present connection policy is available at:

<http://www.ja.net/services/publications/policy/connection-policy.html>

UKERNA Training

To primary organisations UKERNA provides a number of support functions and services to enable them to make the most effective use of their network. In addition to networking services we also offer advice and guidance through a variety of channels including consultancy, publications and our website. One of these support functions is UKERNA Training. UKERNA Training currently provides a number of training courses within the classroom for staff from JANET connected organisations. These courses include topics such as Security, Wireless, Videoconferencing, Networking, and JANET.

The majority of developments of these courses are carried out in-house with delivery outsourced to expert trainers from the JANET community. All courses include some form of delegate interactivity ranging from group work, activities, and the use of electronic materials such as simulations.

To support delegates of these courses and other staff responsible for supporting the use of JANET, UKERNA Training is in the process of implementing a learning management system. This site will provide access to a number of learning objects and resources. This tender seeks to establish a preferred Supplier List for future tenders for resources to populate this system.

2. Outline of Requirement

UKERNA would like to purchase a number of high quantity e-learning resources over the next three years to support its implementation of an online support function for JANET customers. The e-learning resources should be SCORM (Sharable Courseware Object Reference Model) compliant and standards based to ensure it can be incorporated into UKERNA's delivery platform. All materials should be accessible using standard desktop tools. Suppliers may be expected to comply with a standard object layout which includes standard navigation options such as a menu, home and sound on/off.

UKERNA wishes to establish an initial Supplier List of five preferred suppliers to cover the procurement for the creation of e-learning resources for use by UKERNA. Once the agreements are in place, if UKERNA wishes to purchase e-learning resources it will invite the selected suppliers to submit a proposal and quotation. The proposals will be reviewed and an order placed with one of the suppliers. Only suppliers on this Supplier List will be invited to submit proposals and receive contracts for this sort of resources. The market place will be reviewed after 18 months and a further EC procurement may be launched to add new suppliers to this Supplier List. Suppliers will not be removed during the 3 year period unless they breach the contract terms.

UKERNA can offer no guarantee of business to individual suppliers on this Supplier List but we expect to purchase a minimum of 30 learning objects over the next three years through these agreements.

3. The Contracting Authority and the Procurement Agent

The contracting authority and procurement agent for this procurement is the JNT Association trading as United Kingdom Education and Research Networking Association (UKERNA).

4. Evaluation process

Prequalification Criteria

This process will commence with an evaluation of completed questionnaires against set criteria. The prequalification selection criteria are presented below and any supplier wishing to receive the Operational Requirements will need to prove that they can meet the criteria. The criteria are grouped into three bands which are listed in order of priority. Within a band the criteria have the same priority. The responses to the questions asked in Annexes A and B will be used by UKERNA to evaluate responses against the criteria.

Band 1

1. No criminal record (article 45 item 1(a), 1(b), 1(c), 1(d)) - criminal organisation, guilty of corruption, fraud, money laundering (personal situation of the candidate or tenderer)
2. Is bankrupt or is currently / being placed into administration (article 45, item 2(a) and 2(b))

3. Made no serious misrepresentation in supplying information article 45, item 2(g).

Band 2

4. Economic and financial standing (article 47)

Band 3

5. Technical and professional ability (article 48)
6. Relevant Quality Assurance standards (article 49)
7. Proven track record in the creation of e-learning resources for adults
8. Experience in producing E-learning resources in fluent English
9. Experience in producing SCORM (Sharable Courseware Object Reference Model) compliant and standards based resources
10. Proven record of working with clients to incorporate resources into their delivery platform

UKERNA will also take into account any information it holds on the performance of current suppliers it uses when evaluating the responses to the prequalification questionnaire.

Those suppliers who meet the requirements of the prequalification process will be invited to proceed further in the procurement process.

Providing that there are a sufficient number of suitable candidates, UKERNA would aim to select a maximum of 8 to enter the procurement process.

It is reiterated that the OJEU Notice seeks potential suppliers who can deliver the full requirement of any contract which may be awarded.

5. Indicative timetable

Activity	Date
Insert notice of procurement launch in the EU journal	31 st July 2006
Close of registration to take part in the procurement process	30 th August 2006
Final date for clarifications	30 th August 2006
Prequalification questionnaire returns	12:00 noon, 5 th September 2006
Produce and issue Operational Requirement and draft contract to the short listed suppliers	25 th September 2006
Return of Operational Requirement responses	3 rd November 2006
Selection of preferred suppliers	23 rd November 2006
Contracts placed with the preferred suppliers	15 th December 2006

UKERNA reserves the right to vary this timetable if the need arises, within the constraints of the EC Procurement Services Directive.

Responses to the prequalification questionnaire will be expected to remain valid for six months after submission.

6. Instructions for completion of the questionnaire

In this section, instructions are given for completion of the prequalification questionnaire to be found in Annexes A and B.

6.1 Registration

Suppliers are required to register their intention to submit a response to the prequalification questionnaire. Each registration will be acknowledged with a printed copy of this document and allocated a registration number that should be quoted in the prequalification response document and in any other correspondence.

Suppliers shall register their intention to bid by sending, to the address below, a request for “Creation of E-learning Resources Prequalification as announced in the EU Journal” by fax or letter on official headed notepaper or by email. Suppliers are asked to register as soon as they start to consider a response to this prequalification questionnaire. In any case, suppliers **must** register before a completed prequalification questionnaire will be accepted.

UKERNA will not accept any registration requests after 30th August 2006.

Procurement Co-ordinator UKERNA Atlas Centre Chilton Didcot Oxfordshire OX11 0QS	Telephone: +44 (0)1235 822 341 Fax: +44 (0)1235 822 286 E-mail: Procurement@ukerna.ac.uk
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6.2 Electronic copy

An electronic copy of this prequalification questionnaire is available on the UKERNA www project pages at <http://www.ja.net/latest/itt/elearning/>

6.3 Clarifications on the questionnaire

Suppliers will be provided with clarification of UKERNA’s requirements in accordance with the EU Procurement Services Directive.

Suppliers should raise any issues of clarification with UKERNA’s Procurement Co-ordinator whose contact details are given in section 6.1 above. Where issues of clarification arise which are relevant to more than one supplier, these will be made available on the UKERNA www project pages at <http://www.ja.net/latest/itt/elearning> and sent by e-mail to each registered supplier. Suppliers should submit all clarification requests by 30th August 2006 because UKERNA cannot guarantee to answer any clarifications that are submitted after this time.

6.4 Delivery of questionnaire responses

All copies of the prequalification questionnaire response, on paper and electronically, must be delivered on or before the date specified in 5. Indicative timetable and to the contact listed in section 6.1. The prequalification questionnaire **must** be filled in electronically – copies with handwritten responses will **not** be considered.

One paper copy and 4 of electronic copies of the tender on CD-ROM are required and must be sealed and clearly marked “**Creation of E-learning Resources**”. The electronic copies should be provided in PDF format with the exception of spreadsheets that should be provided in Excel 97 or 2000. Any non-standard fonts used in electronic submissions must be embedded in the document.

All tenders must be returned in a plain envelope that does not identify the supplier on it. Any tender that identifies the supplier on the label will be deemed invalid.

Delivery of the prequalification questionnaire by FAX is **not** acceptable.

Prequalification questionnaire responses submitted after the deadline will **not** be considered.

6.5 Annex A – General Information

Annex A is to be completed by the company interested in bidding for the contract.

Annex B – Experience and Understanding of the Requirement

Selection of suppliers to negotiate with will be based on the analysis of the responses to this section. It is therefore particularly important that suppliers provide full, honest and comprehensive answers to the questions in respect of this tender.

Annex C Declaration

The declaration must be completed when returning the prequalification questionnaire.

PREQUALIFICATION QUESTIONNAIRE

ANNEX A: GENERAL INFORMATION

A1.	Company Details	
A1.1	<p>Company name.</p> <p>Confirm whether your company is acting as a sole company or as part of a consortium. If acting as part of a consortium, state the names of the other companies involved in the consortium; how long your company has been working with these other companies; and the nature of the services that these companies are providing to the consortium.</p>	
A1.2	Registered Office and Address.	
A1.3	Address for Correspondence (if different from A1.2).	
A1.4	Contact name for the response to this questionnaire.	

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A1.5	Telephone Number for A1.4 (inc. Area Code).	
A1.6	Facsimile Number for A1.4 (inc. Area Code).	
A1.7	E-mail address for main contact.	
A1.8	Date of Formation and Date of Registration in UK if different from each other.	
A1.9	Please provide a brief overview of how the company is in a position to fulfil the needs of the requirements for creation of e-learning resources as outlined in the document.	
A1.10	Registration Number.	
A1.11	Type of Company.	
A1.12	Name and Address of Parent or Holding Company (if applicable).	

A1.13	Provide details of your organisation structure (e.g. an organisation chart) describing the corporate structure of the organisation and indicating the number of staff working in each function.	
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A2.	RESOURCES	
A2.1	Provide a summary of the experience in creating e-learning resources under the control of your organisation. Also state who owns the resource and the degree of control over the resource that your company has.	

A3.	COMPLIANCE WITH EC LEGISLATION/UK PROCUREMENT LEGISLATION	
A3.1	<p>Do any of the circumstances set out in Public Procurement: The Public Services Contracts Regulations 1993 (SI 1993 No 3228) Part IV, Regulation 14 apply to your organisation?</p> <p style="text-align: center;">Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>UKERNA may seek evidence, at a later date, in confirmation of your answer.</p>	

A4.	FINANCIAL AND ECONOMIC STANDING	
A4.1	<p>Please warrant that none of the following circumstances set out in Article 45 items 2(a) and 2(b) of EU directive 2004/18/EC applies to your company:</p> <ul style="list-style-type: none"> • [item (a)] is bankrupt or is being wound up, whose affairs are being administered by the court, who has entered into an arrangement with creditors, who has suspended business activities or who is in any analogous situation arising from a similar procedure under national laws and regulations. • [item (b)] is the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding-up or administration by the court or for an arrangement with creditors or of any other similar proceedings under national laws or regulations • [item (g)] is guilty of serious misrepresentation in supplying the information required under this Section or has not supplied such information. • [item (h)] has been the subject of a conviction for participation in a criminal organisation, as defined in Article 2(1) of Council Joint Action 98/733/JHA. • [item (i) has been the subject of a conviction for corruption, as defined in Article 3 of the Council Act of 26 May 1972 and Article 3(1) of Council Joint Action 98/742/JHA3 respectively. • [item (j)] has been subject of a conviction for fraud within the meaning of Article 1 of the Convention relating to the protection of the financial interests of the European Communities. • [item (k) has been the subject of a conviction for money laundering, as defined in Article 1 of Council Directive 91/308/EEC of 10th June 1991 on prevention of the use of the financial system for the purpose of money laundering. 	
A4.2	Provide (as an annex to your response) your company's, and if applicable, your parent company's and ultimate holding company's audited accounts for the last 2 financial years.	
A4.3	A statement of any material past, present/actual, pending or threatened litigation or other legal proceeding, or dispute or investigation against your company or its	

	senior officers by or with either any regulatory or contracting authorities or criminal justice or fiscal agencies. [An up to date copy of form 10k should be provided by US companies].	
A4.6	Details of any significant financial or business factors (past, present or future) that may have an impact on your company (e.g. mergers, take-overs, rationalisation, change of ownership).	

A5.	AUDITING AND QUALITY ASSURANCE	
A5.1	Companies should provide full details of their auditing and/or quality assurance programme including details of registration under any formal quality accreditation scheme. Please state whether the auditing and/or quality assurance programme extends to all areas of your organisations business. If it does not extend to all areas then state clearly where it does and does not apply.	

A6.	STAFF AND PUBLIC RELATIONS	
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A6.2	How does your organisation intend to measure UKERNA's satisfaction in relation to work performed under the proposed contract?	
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A7.	CONTRACT TERMINATIONS			
A7.1	Within the past five years, has your organisation had a contract for the supply of e-learning resources terminated? Please answer YES or NO and if YES, please give full details. Yes <input type="checkbox"/> No <input type="checkbox"/>			
	Contract with	Type	Value per annum	Reason for termination

PREQUALIFICATION QUESTIONNAIRE

ANNEX B: EXPERIENCE AND UNDERSTANDING OF Creation and Supply of E-learning resources

B1.	EXPERIENCE	
B1.1	<p>It is essential that companies wishing to enter the procurement process for the supply of e-learning resources have significant experience of 3 years. Please list below similar services provided by your company in the UK and, if applicable, other countries during the last 3 years, with value, dates and recipients of the services. These services should have been created in English. You should also indicate any parts of the services which either are or were sub-contracted and to whom.</p> <p>If you wish to provide details of multiple services then please provide separate responses to this question for each of the services.</p> <p><i>UKERNA may elect to contact any of the organisations below for a reference. The permission of the Company will be assumed unless you state any objections. It should be noted that availability of referees, and their input, will form part of UKERNA's evaluation of responses to this questionnaire.</i></p>	
	Name of service.	
	Describe the approach and treatment used	
	Value.	

	Date of Signature.	
	Length of Contract.	
	Contract awarding body.	
	Contact point in contract awarding body for enquiries (name, organisation, telephone, email and fax numbers).	
	Audience for resources and use (academic, commercial, customers support, staff training)	
	Age range of audience (children, adults)	
	Native languages of audience	
	Standard framework used (SCORM)	
	If work was sub-contracted provide details of the subcontractors and the nature of the work that they undertook.	
	Other aspects the service of that you consider relevant	
B1.3	Describe the structures that your organisation has in place to maintain the resources created The response to this question should be made in the context of providing e-learning	

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	resources where possible.	
B1.4	Provide a description of the project management methods and the general planning processes that your organisation uses.	
B1.5	Provide details of any development programme your organisation has in place to ensure that the e-learning resources it provides remains competitive and responsive to customer requirements.	
B1.6	From the experience outlined in response to B1.1 above, please highlight for each category (a-e) lessons learnt/experience gained of:	<p>a. Creation and maintenance of long-term relationships with clients, partners and suppliers.</p> <p>b. Meeting challenging delivery timescales.</p> <p>c. Introducing innovative approaches to assist in meeting client aspirations.</p> <p>d. Managing projects that have attracted significant Ministerial, Political and/or press interest.</p> <p>e. Any other factors you consider to be relevant.</p>

ANNEX C: DECLARATION

When you have completed the Questionnaire, please read and sign the section below.

The potential supplier should note that, should they be successful in being awarded a contract, UKERNA reserves the right to terminate the contract if it is discovered that the potential supplier has made any material misrepresentation in this questionnaire.

I/We certify that the information supplied is accurate to the best of my/our knowledge and that I/we accept the conditions and undertakings requested in the Questionnaire. I/we understand that false information could result in my/our exclusion from participating in the procurement process no matter what stage in the process has been reached when the error, omission or misrepresentation is discovered.

Signed

Name

Position
In Company

For And On
Behalf Of

Date