



Suffolk  
New  
College

INVITATION TO QUOTE FOR:

The development of a Digital Literacy Passport  
training offer for Norfolk and Suffolk

Submission Deadline: 17 January 2024

## Specification

**Suffolk New College is leading a major partnership skills project across Norfolk and Suffolk funded by the Local Skills Improvement Fund (LSIF) from the Department for Education.**

**City College Norwich, the College of West Anglia, East Coast College, and West Suffolk College, together with East Norfolk Sixth Form College and the University of Suffolk are all collaborating with Suffolk New College on the £4.7m project, aiming to transform training opportunities across the region. The Norfolk and Suffolk Chambers of Commerce teams are key stakeholders, ensuring the objectives of the Local Skills Improvement Plan (LSIP) for Norfolk and Suffolk are met, with the local workforce getting the right skills and training to help businesses thrive.**

**A key element of the initiative is the development and marketing of a single programme of short training courses which respond to the training needs outlined in the Local Skills Improvement Plan. This Invitation to Quote gives Independent Training Providers the chance to be part of that development work, working alongside the LSIF partners and Norfolk and Suffolk Chambers of Commerce.**

### **The Digital Literacy Passport proposal**

The Local Skills Improvement Plan (LSIP) proposes a number of interventions to make the complex training and skills landscape easier to understand for businesses. Businesses are also concerned that a lack of basic digital skills in employees is holding them back. A key intervention featuring in both the LSIP and LSIF is therefore the development of a a regional training programme of short bite-sized courses in priority areas, marketed as a single package to employers. The aim of the programme is to help make the training landscape simpler, but also to address skills gaps identified in the LSIP.

The working group developing the new programme would like to develop a new bespoke short course for delivery in Norfolk and Suffolk which we would call the Norfolk and Suffolk Digital Literacy Passport and which would be an agile, responsive and inclusive course designed to meet the basic digital skills needs identified by local businesses.

We would expect the course to include an accredited element, but within a flexible, friendly wider training package. We are open to suggestions as to the length of a course and the exact composition of the offer, which will be piloted and subject to consultation before being finally agreed by the partnership and Norfolk and Suffolk Chambers of Commerce.

### **Our requirements**

- A locally based business/independent training provider to work with the partnership to create a Norfolk and Suffolk Digital Literacy Passport training offer which covers basic digital literacy skills.

- It is expected that the supplier will review relevant available qualifications and recommend which could be embedded into a package to enable certification. The package must be able to be delivered flexibly dependent on the learner/business requirements.
- The expectation is this is a short course but the development work will include consultation and recommendations on Guided Learning Hours.
- Design and creation of training content including classroom-based learning and e-learning which can be delivered by all partners.
- Reference made in the proposal to best practice elsewhere and to the specific skills needs identified in the LSIP.
- The Digital Literacy Passport needs to be an inclusive offer, recognising and accommodating a range of learning needs.
- The successful contractor will arrange and deliver at least 3 pilot sessions of the training in March 2024 in collaboration with LSIF partners and collate the feedback
- The finalised training package will be made available to the successful contractor and partner organisations to deliver in the region. Other locally based Independent Training providers can also request permission to use the package and the brand. A process for this will be determined in due course.

### **Timescale**

Submission deadline	5pm 17 January 2024
Appointment made	By 24 <sup>th</sup> January 2024
Kick off meeting	Before 31 January 2024
Development work	February 2024
Pilot sessions and LSIF /LSIP consultation events	February and March 2024
Final package agreed	31 March 2024

### **Experience of supplier**

The successful quotation will be from a Norfolk or Suffolk based Independent Training Provider. It will evidence appropriate experience of creating interactive and engaging digital content and e-learning platforms. The successful quotation should also evidence experience of different sharing platforms, digital applications, social media platforms and virtual learning environments. There should also be evidence of the ability to communicate to

different audiences and an underpinning knowledge of teaching/training people in new skills. The successful Provider will be able to show good understanding of the LSIP/ LSIF strategic remit, and a willingness to work collaboratively.

### **Budget and quotations**

A budget of £22,000 inclusive of VAT is available.

Quotations should show how the above can be delivered in the time available within this resource, and will evidence the capacity to deliver in the timeframe.

VAT will be clearly and separately itemised.

### **Evaluation of quotations**

Where more than one quotation which fully meets the brief is secured, quotations will be evaluated and scored with the following weighting –

- Quality and suitability of the proposed solution– 60%
- Experience and track record of the contractor – 30%
- Cost – 10%

All companies supplying a quotation will be informed in writing of the decision within 1 week of the above deadline.

### **Allocation of the work**

The partnership reserves the right to ask 2 or more quoting companies to work together on the programme within the above budget if there is more than one strong proposal and it is felt there is merit in increasing the level of collaboration. Any such proposal will be discussed with all parties within the appointing timeframe.

**Contact** – [emmataylor@suffolk.ac.uk](mailto:emmataylor@suffolk.ac.uk) – from 3<sup>rd</sup> January 2024 to the deadline.