CASCO eLearning course

2024-06-03

Design and development of self-paced eLearning course on the fundamentals of conformity assessment and the CASCO toolbox

Annex D – Compliance sheet for professional and technical capacities criteria

(Reference Number: ISO/CB/2024/04)

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| --- | --- |
| Bidder name: | Bidder signature: |
| Job title: | Date: |

***Bidders who receive an overall score below 80 with respect to the professional and technical capacities criteria described below will be disqualified from this RFP.***

| # | Criteria | Required documents | Maximum score (100) | Relative weight % | Can the Bidder provide? Indicate Yes or No | Provide a qualifying response with supporting details as needed in the proposal |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Company profile and geographical coverage, including the following:** | | | |  |  |
| * Number of years the company has been involved in the design and development of customized eLearning courses and services | * Company profile | 20 | **10%** |  |  |
| * Number of on-going eLearning development related services as well as the number of delivered courses within the past three (3) years from target contract engagement for international / multinational organizations or companies | * Statistics about delivered/going eLearning development related services | 25 |  |  |
| * % of company sales from the design and development of customized eLearning courses compared to the revenues generated from other products and services provided by the company | * Statistics about the company sales and revenues | 20 |  |  |
| * Specific technical knowledge and skills that the company has in the area relative to the scope of this RFP | * Brief description of company knowledge and areas of expertise | 25 |  |  |
| * Business continuity plan | * Business continuity plan (if available) | 10 |  |  |
| 2 | Demonstrated capacity to develop and deliver simultaneously eLearning courses with moderate level of interactivity | * At least three samples of different eLearning courses/modules | 40 | **15%** |  |  |
| * At least three projects sign off documents indicating the start and end dates of the project | 30 |  |  |
| * At least three courses’ evaluations/ assessments from clients and end users | 30 |  |  |
| 3 | Effective service delivery methodology demonstrated through presentation of eLearning development approach(es)/models, learning design experience, processes as well as project management to meet the requirements and scope set in clause 3 of the RFP | * Documented service delivery methodology | 60 | **25%** |  |  |
| * Project management approach | 40 |  |  |
| 4 | Demonstrated capacity to actual service delivery of an eLearning content using the ISO training materials provided in Annex A | * 2 to 3 minutes e-learning prototype developed based on the requirements provided by ISO in the RFP**[[1]](#footnote-1)** | 100 | **15%** |  |  |
| 5 | Proven expertise in instructional designing and development of customized eLearning courses using a common cloud-based eLearning authoring tool(see clause 3.6.1) | * At least three examples of complete instructional design documents (IDD) | 50 | **20%** |  |  |
| * Access at least to three customized eLearning courses delivered to clients | 50 |  |  |
| 6 | 1. Having a sufficient number of qualified eLearning professionals to be assigned to the ISO project, namely:  * Project Manager * Instructional Designers * eLearning Developers * UX/UI Designers * Graphic Designers * Quality Assurance officer | * Complete set of Curriculum Vitae (CVs) submitted demonstrating the required skills and experience | 100 | **10%** |  |  |
| 7 | Demonstrated professional development and upskilling/reskilling of the Supplier staff through training and certification programs | * Training programme of the Supplier staff | 70 | **5%** |  |  |
| * Certification programme of the Supplier staff | 30 |  |  |
| **Maximum points** | | | **700** | **100%** |  |  |

1. The prototype should include (at least) a module outline, storyboard, assessment plan … etc.  [↑](#footnote-ref-1)