Top Tips for Tenderers – webinar questions and answers

Question	ETF response
When an ITT has multiple strands, how do we respond, if we want to apply for more than one strand?	ITTs should set out if one tender response document can cover one or multiple strands, or whether you are required to complete a separate response document for each strand. If it is not clear, please submit a question via the Q&A facility on mytenders to seek clarification.
To remain within the word count set out in the tender response document, is it acceptable to attach annexes/appendices?	It is acceptable to attach appendices, however, please ensure that anything additional is relevant and adds to your response. Be mindful that we have considered the word count and therefore feel that you should be able to respond to the question and include all relevant information within the word count.
You mention about moodle and a particular system I didn't hear very well, could you come back to this point about generation on content?	Foundation Online Learning (FOL) is the moodle platform ETF uses for online resources. Every ITT includes an appendix on the development of online resources and related requirements. Tenderers should read this section carefully and then use the Q&A facility on mytenders to seek clarification. We suggest that you familiarise yourself with FOL, which is free to access, to get an overview and idea of the types of resources that we have developed. http://www.foundationonline.org.uk/
If a tender has been published whereby an organisation is not necessarily in a position to lead, but contribute as a partner to a lead bidder - is there a brokerage facility available?	We often publish ITTs in strands to make delivery possible by smaller providers. We also occasionally run workshops to bring delivery partners together, however, there is no formal brokering facility set up. It is up to organisations to form their own partnerships. You should consider the composition of a partnership, how it will work and who will lead the tender. We suggest using social media e.g. twitter or having a look at the contracts list we publish on our corporate website (http://www.et-foundation.co.uk/bids-tenders/active-contracts/) to find out who we have and are working with, to see if partnership are possible.
Is all based on moodle?	Not all provision is built in moodle, some courses are developed in a different format but need to be integrated into and compatible with FOL.
Please could you provide some guidance on tendering for projects which are not direct responses to invitations? Can suggestions be put forward from institutions for areas for research or development?	The majority of work we commission is via invitations to tender. We are always keen to receive information and intelligence from the sector on areas of development or improvement, which lead to a positive impact on the FE workforce and outcomes for learners, however, this is best done via specific pieces of research the Foundation is undertaking - e.g. a training needs analysis of the workforce is due to be undertaken from this autumn. Should you be interested in action-research projects funding is available for these via a number of current contracts we have awarded e.g. Outstanding Teaching Learning and Assessment, Professional Exchange and Practitioner-led research programmes. Details of these can be found here: OTLA: http://www.et-foundation.co.uk/supporting/support-practitioners/improvements-in-teacher-learning-and-assessment/outstanding-teaching-learning-and-assessment-regional-projects/ Prof Exchange: http://www.et-foundation.co.uk/supporting/support-practitioners/improvements-in-teacher-learning-and-assessment/professional-exchange-regional-projects/ Practitioner Research: http://www.et-foundation.co.uk/research/practitioner-research-support/

The ITT are directly sent by you, or we can access from your website? Is there any place we need to register to get the ITT?	ITTs are published via the mytenders portal (www.mytenders.org). You can register for free with the site, which will give you access to all ETF ITTs. Once you have access to mytenders, simply register your interest for an ITT, which will enable you to download all relevant documentation and information, will enable you to submit questions and submit a tender. Links to our ITTs can also be found from the government's contracts finder database.
what sort of feedback do you give to unsuccessful tenderers?	We always aim to provide constructive and relevant feedback for all tenders submitted to us. The intention is for the feedback to help inform and improve future tenders you might choose to submit to us.
Can Community Interest companies or Charities apply?	Yes, any organisations - including Community Interest companies and charities -, can apply for funding.
How important is geographical spread to ETF - for example are bids that cover the whole of the FE sector albeit in a defined geographical area (i.e. LEP area) welcome	ETF works and delivers across all nine English regions. Each ITT published will specify and set out whether the work being commissioned is expected to be across all nine regions or cover only a specific area.
What qualifies as sustainability?	We would normally expect some ideas of how the programme could continue with reduced funding/ no funding once the development and piloting phase is complete. We also welcome 'full cost' options in the response to tender if applicable.