

Off-the-shelf e-learning courseware within the field of languages

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PRIOR INFORMATION NOTICE**SECTION I: CONTRACTING AUTHORITY****I.1) NAME, ADDRESSES AND CONTACT POINT(S)****Official name:** [Personalestyrelsen](#)**Postal address:** [Frederiksholms Kanal 6](#)Town: [København K](#)Postal code: [DK-1220](#)Country: [Denmark](#)**Contact point(s):**Telephone: [33951729](#)For the attention of: [Projektchef Sine Martinussen](#)Email: sim@perst.dkFax: [33910069](#)**Internet address(es) (if applicable)**General address of the contracting authority (URL): <http://www.perst.dk/campus>

Address of the buyer profile (URL):

Further information can be obtained at:

- As in above-mentioned contact point(s)
- Other: please complete Annex A.I

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES

- | | |
|---|--|
| <input checked="" type="radio"/> Ministry or any other national or federal authority, including their regional or local sub-divisions | <input checked="" type="radio"/> General public services |
| <input type="radio"/> National or federal agency/office | <input type="radio"/> Defence |
| <input type="radio"/> Regional or local authority | <input type="radio"/> Public order and safety |
| <input type="radio"/> Regional or local agency/office | <input type="radio"/> Environment |
| <input type="radio"/> Body governed by public law | <input type="radio"/> Economic and financial affairs |
| <input type="radio"/> European institution/agency or international organisation | <input type="radio"/> Health |
| <input type="radio"/> Other (please specify): | <input type="radio"/> Housing and community amenities |
| | <input type="radio"/> Social protection |
| | <input type="radio"/> Recreation, culture and religion |
| | <input type="radio"/> Education |
| | <input type="radio"/> Other (please specify): |

The contracting authority is purchasing on behalf of other contracting authorities

- yes no

Off-the-shelf e-learning courseware within the field of languages

SECTION II.A: OBJECT OF THE CONTRACT (WORKS)**II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY****II.2) TYPE OF CONTRACT AND LOCATION OF WORKS**

NUTS code:

Main site or location of works:

II.3) THIS NOTICE INVOLVES A FRAMEWORK AGREEMENT yes no**II.4) SHORT DESCRIPTION OF NATURE AND SCOPE OF WORKS***If known, estimated value excluding VAT (if applicable; give figures only):*

Currency:

OR Range: between

and

Currency:

Division into lots (for information about lots, use Annex B as many times as there are lots)

 yes no**II.5) COMMON PROCUREMENT VOCABULARY (CPV)****II.6) SCHEDULED DATE FOR START OF AWARD PROCEDURES AND DURATION OF THE CONTRACT**Scheduled date for (*if known*)

start of award procedures (dd/mm/yyyy)

Duration in months:

or days:

(from the award of the contract)

OR Scheduled date for (*if known*)

start of works (dd/mm/yyyy)

completion of works (dd/mm/yyyy)

II.7) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA) yes no**II.8) ADDITIONAL INFORMATION (*if applicable*)**

Off-the-shelf e-learning courseware within the field of languages**SECTION II.B: OBJECT OF THE CONTRACT (SUPPLIES OR SERVICES) (1)****II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY**

Off-the-shelf e-learning courseware within the field of languages

II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE

(Choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s))

Supplies

Services

Service category: No 7

NUTS code: DK01

Main site or location of works:

II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES (in each of the service categories)**PARTIAL AGREEMENT A (engelsk)**

The State Employer's Authority within The Danish Ministry of Finance expects to sign a contract on off-the-shelf e-learning courseware within the field of languages. The e-learning courseware must be installed on Campus, the Danish state's Learning Management System, which is going to cover 70 - 90,000 state employees (current estimate), but might ultimately be scaled up to cover the total public sector with its 850,000 employees.

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning by requesting written answers to the questions stated in this Prior Information Notice. For further information see "QUESTIONS FOR TECHNICAL DIALOGUE" in Section II.7.

This Prior Information Notice has simultaneously been published in a Danish version (Danish title: "Standard e-læringskurser til emnet sprog").

OBJECT OF THE CONTRACT:

On the subject of off-the-shelf e-learning courseware within the field of languages, The State Employer's Authority wishes for a contract comprising four partial agreements (A, B, C and D) as well as an OPTION. The State Employer's Authority intends to take a positive view not only on the content and the quality of the off-the-shelf e-learning courseware, but also on the volume potential bidders can assemble in the respective portfolios.

PARTIAL AGREEMENT A

- A portfolio of e-learning courseware for learning the English language

OPTION

The State Employer's Authority considers to include an option on off-the-shelf e-learning courseware which simultaneously with language training also provide the course participant with the skills necessary to perform certain concrete actions in the foreign language regarding the following topics:

- Intercultural understanding
- International relations within e.g. the EU, UN and NATO
- Negotiation in a foreign language

The State Employer's Authority intends to take a positive view of e-learning portfolios which cover multiple skill levels (e.g. beginner, intermediate, advanced).

DEFINITION OF E-LEARNING

The State Employer's Authority defines off-the-shelf e-learning courseware based on the following parameters:
Technical parameters:

E-learning courseware can be both independent technical applications and virtual classrooms which run on a web-based Learning Management System platform. E-learning courseware can be accessed simultaneously by multiple users from their computer workstations and the user must be able to manage the opening of the platform. E-learning courseware is to support the overall objective of making competence development more flexible, cost effective and efficient. Virtual classrooms are expected to be flexible and accessible during Danish working hours between 8 am and 6 pm Danish time but preferably beyond this time span.

Technical applications may be offered alone or in combination with virtual classrooms, but virtual classrooms alone are not sufficient to fulfil the object of the contract.

Learning parameters:

Off-the-shelf e-learning courseware within the field of languages

E-learning courseware has a clear delimitation in terms of learning content. It is expected that the technical applications can stand alone because they are self-explanatory and self-contained. Virtual classrooms must have a clear learning objective and must provide feedback on the course participant's language proficiency. Interaction parameters:

E-learning courseware – both technical applications and virtual classrooms – is interactive and actively lead the course participant through clearly defined learning paths. The State Employer's Authority favours e-learning courseware which has a problem-solving approach to learning. Furthermore, it is expected that the technical applications use narration (speak), ongoing exercises, ongoing testing of the course participant's skills, and on-going self-assessment. → E-materials (see definition below) can be made available on the platform as a supplement to the technical applications and/or virtual classrooms, but e-materials alone are not sufficient to fulfil the object of the contract.

The following items alone are not sufficient to meet this definition of e-learning:

- E-materials, i.e. digital versions of written materials
- E-guides where the course participant is passive and thus does not experience a learning-related interactivity.
- Blended learning where an e-learning product is reliant upon other learning activities which go beyond the e-learning product, such as physical presence in a classroom.

If known, estimated value excluding VAT (if applicable; give figures only):

Currency:

OR Range: between

and

Currency:

Division into lots (for information about lots, use Annex B as many times as there are lots)

yes no

II.4) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	80420000	
Additional object(s)	72000000	
	80580000	

II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES (if known)

06/09/2010 (dd/mm/yyyy)

II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)

yes no

II.7) ADDITIONAL INFORMATION (if applicable)

PROCUREMENT PROCESS & TECHNICAL DIALOGUE

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning courseware by requesting for written answer to the stated questions. Read more about this under "QUESTIONS FOR TECHNICAL DIALOGUE".

For the procurement process, the following conditions apply:

- (a) This Prior Information Notice has simultaneously been published in Danish and English (Danish title: "Standard e-læringskurser til emnet sprog"). Apart from this Prior Information Notice the entire procurement procedure will be conducted in Danish. This includes contributions to the technical dialogue.
- (b) Contributions to the technical dialogue must be sent by email to campus@perst.dk and received by the State Employer's Authority no later than the 23rd of June 2010. The State Employer's Authority reserves the right to request written clarification of the contributions received.
- (c) Upon completion of the technical dialogue, the procurement documents will be developed and can incorporate the suppliers' contributions, whether directly or indirectly or not at all. The State Employer's Authority is under no obligation to incorporate or otherwise acknowledge the contributions provided. The State Employer's Authority emphasizes that participation in the technical dialogue is not binding in relation to the submission of bids in regard to the procurement process. Nor will contributions to the technical dialogue be binding in terms of content in a subsequent bid.
- (d) As part of the procurement process, The State Employer's Authority plans to provide access to a test environment on Campus (the state's LMS) to potential bidders in order to install one or more representative e-learning courseware which may form part of the basis of the bid. Potential bidders must contact the State Employer's Authority for access to the test environment. Accessing the test environment is not binding in relation to the submission of bids.

Off-the-shelf e-learning courseware within the field of languages

(e) The State Employer's Authority will exercise the option to shorten the procurement process to minimum 40 days permissible on account of the provision of proper notice of the upcoming procurement process in the form of this Prior Information Notice.

(f) At this point in the procurement process the State Employer's Authority has no further information apart from what is written in this Prior Information Notice and thus cannot answer questions in relation to this process before the procurement documents are made available.

MINIMUM REQUIREMENTS

Among the minimum requirements currently being considered by the State Employer's Authority are:

- The vendor should be able to cover each partial contract with at least one skill level.
- E-learning courseware should comply with the standards of SCORM.
- E-learning courseware should be accessed from Campus, the State's Learning Management System (standard configuration of Saba, version 5,4, fixpackage 1, SP 3).
- In case of a solution with redirection to an external LMS, the vendor is responsible for delivery and maintenance of plug-ins for communication between the e-learning course and Campus.
- The vendor is committed to support the client in complying with the at any given time applicable standards of information security. At the conclusion of the contract, the vendor must comply with at least the basic safety regulations of DS484:2005.

The final minimum requirements will appear in the procurement documents.

QUESTIONS FOR TECHNICAL DIALOGUE

Contributions to the technical dialogue should be sent by e-mail to campus@perst.dk and must be received by the State Employer's Authority no later than the 23rd of June 2010. No questionnaire or form is needed to provide contributions to the questions of the technical dialogue.

QUESTION 1:**RELATING TO BUSINESS MODELS**

As a part of the procurement procedures, the State Employer's Authority will have to consider the prices of the incoming offers on a comparable basis.

In the procurement documents the State Employer's Authority is considering employing a business model in which the bidders are obliged to indicate prices for pay-per-click, enterprise license, as well as a combination of the two. The exact criteria for how the price structure is regulated, including a description of the triggers that determine when the State Employer's Authority can switch between the three business models, will appear in the procurement documents.

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING:

(A) Which challenges potential bidders are faced with by having to indicate three different prices for the same e-learning courseware.

(B) If there are any specific conditions the State Employer's Authority should be particularly aware of when preparing the procurement documents.

(C) If there are any specific conditions the State Employer's Authority should be aware of in relation to a similar pricing of the same e-learning courseware within the same area, but for example with different skill levels (e.g. Beginner, Intermediate and Advanced) or different duration.

QUESTION 2:**RELATING TO QUALITY**

As a part of the procurement procedures, the State Employer's Authority will have to consider the quality of the e-learning courseware in the incoming offers on a comparable basis. The State Employer's Authority will assess the quality of the e-learning courseware on a comparative basis, especially in relation to:

- Look'n'Feel
- Interaction supporting learning purposes
- Indication of competence levels

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which conditions the State Employer's Authority should be aware of within the three above mentioned areas.

QUESTION 3:**RELATING TO LEGAL LIMITS**

The State Employer's Authority finds it desirable if the individual authorities and institutions within the Danish state are able to combine the acquired e-learning courseware with other learning activities (with either in-house trainers or outside consultancies) and thus creating blended learning activities offered through Campus, the State's LMS.

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which legal points of attention the State Employer's Authority should be aware of when using off-the-shelf e-learning courseware in blended learning activities

Off-the-shelf e-learning courseware within the field of languages**SECTION II.B: OBJECT OF THE CONTRACT (SUPPLIES OR SERVICES) (2)****II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY**

Off-the-shelf e-learning courseware within the field of languages - PARTIAL AGREEMENT B (French, German and Spanish)

II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE

(Choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s))

- Supplies
 Services

Service category: No 7

NUTS code: DK01

Main site or location of works:

II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES (in each of the service categories)

PARTIAL AGREEMENT B (French, German and Spanish)

The State Employer's Authority within The Danish Ministry of Finance expects to sign a contract on off-the-shelf e-learning courseware within the field of languages. The e-learning courseware must be installed on Campus, the Danish state's Learning Management System, which is going to cover 70 - 90,000 state employees (current estimate), but might ultimately be scaled up to cover the total public sector with its 850,000 employees.

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning by requesting written answers to the questions stated in this Prior Information Notice. For further information see "QUESTIONS FOR TECHNICAL DIALOGUE" in Section II.7.

This Prior Information Notice has simultaneously been published in a Danish version (Danish title: "Standard e-læringskurser til emnet sprog").

OBJECT OF THE CONTRACT:

On the subject of off-the-shelf e-learning courseware within the field of languages, The State Employer's Authority wishes for a contract comprising four partial agreements (A, B, C and D) as well as an OPTION. The State Employer's Authority intends to take a positive view not only on the content and the quality of the off-the-shelf e-learning courseware, but also on the volume potential bidders can assemble in the respective portfolios.

PARTIAL AGREEMENT B

- A portfolio of e-learning courseware for learning the languages French, German and Spanish

OPTION

The State Employer's Authority considers to include an option on off-the-shelf e-learning courseware which simultaneously with language training also provide the course participant with the skills necessary to perform certain concrete actions in the foreign language regarding the following topics:

- Intercultural understanding
- International relations within e.g. the EU, UN and NATO
- Negotiation in a foreign language

The State Employer's Authority intends to take a positive view of e-learning portfolios which cover multiple skill levels (e.g. beginner, intermediate, advanced).

DEFINITION OF E-LEARNING

The State Employer's Authority defines off-the-shelf e-learning courseware based on the following parameters:
Technical parameters:

E-learning courseware can be both independent technical applications and virtual classrooms which run on a web-based Learning Management System platform. E-learning courseware can be accessed simultaneously by multiple users from their computer workstations and the user must be able to manage the opening of the platform. E-learning courseware is to support the overall objective of making competence development more flexible, cost effective and efficient. Virtual classrooms are expected to be flexible and accessible during Danish working hours between 8 am and 6 pm Danish time but preferably beyond this time span.

Technical applications may be offered alone or in combination with virtual classrooms, but virtual classrooms alone are not sufficient to fulfil the object of the contract.

Learning parameters:

Off-the-shelf e-learning courseware within the field of languages

E-learning courseware has a clear delimitation in terms of learning content. It is expected that the technical applications can stand alone because they are self-explanatory and self-contained. Virtual classrooms must have a clear learning objective and must provide feedback on the course participant's language proficiency. Interaction parameters:

E-learning courseware – both technical applications and virtual classrooms – is interactive and actively lead the course participant through clearly defined learning paths. The State Employer's Authority favours e-learning courseware which has a problem-solving approach to learning. Furthermore, it is expected that the technical applications use narration (speak), ongoing exercises, ongoing testing of the course participant's skills, and on-going self-assessment. → E-materials (see definition below) can be made available on the platform as a supplement to the technical applications and/or virtual classrooms, but e-materials alone are not sufficient to fulfil the object of the contract.

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- E-guides where the course participant is passive and thus does not experience a learning-related interactivity.
- Blended learning where an e-learning product is reliant upon other learning activities which go beyond the e-learning product, such as physical presence in a classroom.

If known, estimated value excluding VAT (if applicable; give figures only):

Currency:

OR Range: between

and

Currency:

Division into lots (for information about lots, use Annex B as many times as there are lots)

yes no

II.4) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	80420000	
Additional object(s)	72000000	
	80580000	

II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES (if known)

06/09/2010 (dd/mm/yyyy)

II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)

yes no

II.7) ADDITIONAL INFORMATION (if applicable)

PROCUREMENT PROCESS & TECHNICAL DIALOGUE

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning courseware by requesting for written answer to the stated questions. Read more about this under "QUESTIONS FOR TECHNICAL DIALOGUE".

For the procurement process, the following conditions apply:

- (a) This Prior Information Notice has simultaneously been published in Danish and English (Danish title: "Standard e-læringskurser til emnet sprog"). Apart from this Prior Information Notice the entire procurement procedure will be conducted in Danish. This includes contributions to the technical dialogue.
- (b) Contributions to the technical dialogue must be sent by email to campus@perst.dk and received by the State Employer's Authority no later than the 23rd of June 2010. The State Employer's Authority reserves the right to request written clarification of the contributions received.
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Off-the-shelf e-learning courseware within the field of languages

(e) The State Employer's Authority will exercise the option to shorten the procurement process to minimum 40 days permissible on account of the provision of proper notice of the upcoming procurement process in the form of this Prior Information Notice.

(f) At this point in the procurement process the State Employer's Authority has no further information apart from what is written in this Prior Information Notice and thus cannot answer questions in relation to this process before the procurement documents are made available.

MINIMUM REQUIREMENTS

Among the minimum requirements currently being considered by the State Employer's Authority are:

- The vendor should be able to cover each partial contract with at least one skill level.
- E-learning courseware should comply with the standards of SCORM.
- E-learning courseware should be accessed from Campus, the State's Learning Management System (standard configuration of Saba, version 5,4, fixpackage 1, SP 3).
- In case of a solution with redirection to an external LMS, the vendor is responsible for delivery and maintenance of plug-ins for communication between the e-learning course and Campus.
- The vendor is committed to support the client in complying with the at any given time applicable standards of information security. At the conclusion of the contract, the vendor must comply with at least the basic safety regulations of DS484:2005.

The final minimum requirements will appear in the procurement documents.

QUESTIONS FOR TECHNICAL DIALOGUE

Contributions to the technical dialogue should be sent by e-mail to campus@perst.dk and must be received by the State Employer's Authority no later than the 23rd of June 2010. No questionnaire or form is needed to provide contributions to the questions of the technical dialogue.

QUESTION 1:**RELATING TO BUSINESS MODELS**

As a part of the procurement procedures, the State Employer's Authority will have to consider the prices of the incoming offers on a comparable basis.

In the procurement documents the State Employer's Authority is considering employing a business model in which the bidders are obliged to indicate prices for pay-per-click, enterprise license, as well as a combination of the two. The exact criteria for how the price structure is regulated, including a description of the triggers that determine when the State Employer's Authority can switch between the three business models, will appear in the procurement documents.

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING:

- (A) Which challenges potential bidders are faced with by having to indicate three different prices for the same e-learning courseware.
- (B) If there are any specific conditions the State Employer's Authority should be particularly aware of when preparing the procurement documents.
- (C) If there are any specific conditions the State Employer's Authority should be aware of in relation to a similar pricing of the same e-learning courseware within the same area, but for example with different skill levels (e.g. Beginner, Intermediate and Advanced) or different duration.

QUESTION 2:**RELATING TO QUALITY**

As a part of the procurement procedures, the State Employer's Authority will have to consider the quality of the e-learning courseware in the incoming offers on a comparable basis. The State Employer's Authority will assess the quality of the e-learning courseware on a comparative basis, especially in relation to:

- Look'n'Feel
- Interaction supporting learning purposes
- Indication of competence levels

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which conditions the State Employer's Authority should be aware of within the three above mentioned areas.

QUESTION 3:**RELATING TO LEGAL LIMITS**

The State Employer's Authority finds it desirable if the individual authorities and institutions within the Danish state are able to combine the acquired e-learning courseware with other learning activities (with either in-house trainers or outside consultancies) and thus creating blended learning activities offered through Campus, the State's LMS.

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which legal points of attention the State Employer's Authority should be aware of when using off-the-shelf e-learning courseware in blended learning activities

Off-the-shelf e-learning courseware within the field of languages**SECTION II.B: OBJECT OF THE CONTRACT (SUPPLIES OR SERVICES) (3)****II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY**

Off-the-shelf e-learning courseware within the field of languages - PARTIAL AGREEMENT C (Danish)

II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE

(Choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s))

Supplies

Services

Service category: No 7

NUTS code: DK01

Main site or location of works:

II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES (in each of the service categories)**PARTIAL AGREEMENT C (Danish)**

The State Employer's Authority within The Danish Ministry of Finance expects to sign a contract on off-the-shelf e-learning courseware within the field of languages. The e-learning courseware must be installed on Campus, the Danish state's Learning Management System, which is going to cover 70 - 90,000 state employees (current estimate), but might ultimately be scaled up to cover the total public sector with its 850,000 employees.

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning by requesting written answers to the questions stated in this Prior Information Notice. For further information see "QUESTIONS FOR TECHNICAL DIALOGUE" in Section II.7.

This Prior Information Notice has simultaneously been published in a Danish version (Danish title: "Standard e-læringskurser til emnet sprog").

OBJECT OF THE CONTRACT:

On the subject of off-the-shelf e-learning courseware within the field of languages, The State Employer's Authority wishes for a contract comprising four partial agreements (A, B, C and D) as well as an OPTION. The State Employer's Authority intends to take a positive view not only on the content and the quality of the off-the-shelf e-learning courseware, but also on the volume potential bidders can assemble in the respective portfolios.

PARTIAL AGREEMENT C

- A portfolio of e-learning courseware for learning the Danish language

OPTION

The State Employer's Authority considers to include an option on off-the-shelf e-learning courseware which simultaneously with language training also provide the course participant with the skills necessary to perform certain concrete actions in the foreign language regarding the following topics:

- Intercultural understanding
- International relations within e.g. the EU, UN and NATO
- Negotiation in a foreign language

The State Employer's Authority intends to take a positive view of e-learning portfolios which cover multiple skill levels (e.g. beginner, intermediate, advanced).

DEFINITION OF E-LEARNING

The State Employer's Authority defines off-the-shelf e-learning courseware based on the following parameters:
Technical parameters:

E-learning courseware can be both independent technical applications and virtual classrooms which run on a web-based Learning Management System platform. E-learning courseware can be accessed simultaneously by multiple users from their computer workstations and the user must be able to manage the opening of the platform. E-learning courseware is to support the overall objective of making competence development more flexible, cost effective and efficient. Virtual classrooms are expected to be flexible and accessible during Danish working hours between 8 am and 6 pm Danish time but preferably beyond this time span.

Technical applications may be offered alone or in combination with virtual classrooms, but virtual classrooms alone are not sufficient to fulfil the object of the contract.

Learning parameters:

Off-the-shelf e-learning courseware within the field of languages

E-learning courseware has a clear delimitation in terms of learning content. It is expected that the technical applications can stand alone because they are self-explanatory and self-contained. Virtual classrooms must have a clear learning objective and must provide feedback on the course participant's language proficiency. Interaction parameters:

E-learning courseware – both technical applications and virtual classrooms – is interactive and actively lead the course participant through clearly defined learning paths. The State Employer's Authority favours e-learning courseware which has a problem-solving approach to learning. Furthermore, it is expected that the technical applications use narration (speak), ongoing exercises, ongoing testing of the course participant's skills, and on-going self-assessment. → E-materials (see definition below) can be made available on the platform as a supplement to the technical applications and/or virtual classrooms, but e-materials alone are not sufficient to fulfil the object of the contract.

The following items alone are not sufficient to meet this definition of e-learning:

- E-materials, i.e. digital versions of written materials
- E-guides where the course participant is passive and thus does not experience a learning-related interactivity.
- Blended learning where an e-learning product is reliant upon other learning activities which go beyond the e-learning product, such as physical presence in a classroom.

If known, estimated value excluding VAT (if applicable; give figures only):

Currency:

OR Range: between

and

Currency:

Division into lots (for information about lots, use Annex B as many times as there are lots)

yes no

II.4) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	80420000	
Additional object(s)	72000000	
	80580000	

II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES (if known)

06/09/2010 (dd/mm/yyyy)

II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)

yes no

II.7) ADDITIONAL INFORMATION (if applicable)

PROCUREMENT PROCESS & TECHNICAL DIALOGUE

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning courseware by requesting for written answer to the stated questions. Read more about this under "QUESTIONS FOR TECHNICAL DIALOGUE".

For the procurement process, the following conditions apply:

- (a) This Prior Information Notice has simultaneously been published in Danish and English (Danish title: "Standard e-læringskurser til emnet sprog"). Apart from this Prior Information Notice the entire procurement procedure will be conducted in Danish. This includes contributions to the technical dialogue.
- (b) Contributions to the technical dialogue must be sent by email to campus@perst.dk and received by the State Employer's Authority no later than the 23rd of June 2010. The State Employer's Authority reserves the right to request written clarification of the contributions received.
- (c) Upon completion of the technical dialogue, the procurement documents will be developed and can incorporate the suppliers' contributions, whether directly or indirectly or not at all. The State Employer's Authority is under no obligation to incorporate or otherwise acknowledge the contributions provided. The State Employer's Authority emphasizes that participation in the technical dialogue is not binding in relation to the submission of bids in regard to the procurement process. Nor will contributions to the technical dialogue be binding in terms of content in a subsequent bid.
- (d) As part of the procurement process, The State Employer's Authority plans to provide access to a test environment on Campus (the state's LMS) to potential bidders in order to install one or more representative e-learning courseware which may form part of the basis of the bid. Potential bidders must contact the State Employer's Authority for access to the test environment. Accessing the test environment is not binding in relation to the submission of bids.

Off-the-shelf e-learning courseware within the field of languages

(e) The State Employer's Authority will exercise the option to shorten the procurement process to minimum 40 days permissible on account of the provision of proper notice of the upcoming procurement process in the form of this Prior Information Notice.

(f) At this point in the procurement process the State Employer's Authority has no further information apart from what is written in this Prior Information Notice and thus cannot answer questions in relation to this process before the procurement documents are made available.

MINIMUM REQUIREMENTS

Among the minimum requirements currently being considered by the State Employer's Authority are:

- The vendor should be able to cover each partial contract with at least one skill level.
- E-learning courseware should comply with the standards of SCORM.
- E-learning courseware should be accessed from Campus, the State's Learning Management System (standard configuration of Saba, version 5,4, fixpackage 1, SP 3).
- In case of a solution with redirection to an external LMS, the vendor is responsible for delivery and maintenance of plug-ins for communication between the e-learning course and Campus.
- The vendor is committed to support the client in complying with the at any given time applicable standards of information security. At the conclusion of the contract, the vendor must comply with at least the basic safety regulations of DS484:2005.

The final minimum requirements will appear in the procurement documents.

QUESTIONS FOR TECHNICAL DIALOGUE

Contributions to the technical dialogue should be sent by e-mail to campus@perst.dk and must be received by the State Employer's Authority no later than the 23rd of June 2010. No questionnaire or form is needed to provide contributions to the questions of the technical dialogue.

QUESTION 1:**RELATING TO BUSINESS MODELS**

As a part of the procurement procedures, the State Employer's Authority will have to consider the prices of the incoming offers on a comparable basis.

In the procurement documents the State Employer's Authority is considering employing a business model in which the bidders are obliged to indicate prices for pay-per-click, enterprise license, as well as a combination of the two. The exact criteria for how the price structure is regulated, including a description of the triggers that determine when the State Employer's Authority can switch between the three business models, will appear in the procurement documents.

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING:

- (A) Which challenges potential bidders are faced with by having to indicate three different prices for the same e-learning courseware.
- (B) If there are any specific conditions the State Employer's Authority should be particularly aware of when preparing the procurement documents.
- (C) If there are any specific conditions the State Employer's Authority should be aware of in relation to a similar pricing of the same e-learning courseware within the same area, but for example with different skill levels (e.g. Beginner, Intermediate and Advanced) or different duration.

QUESTION 2:**RELATING TO QUALITY**

As a part of the procurement procedures, the State Employer's Authority will have to consider the quality of the e-learning courseware in the incoming offers on a comparable basis. The State Employer's Authority will assess the quality of the e-learning courseware on a comparative basis, especially in relation to:

- Look'n'Feel
- Interaction supporting learning purposes
- Indication of competence levels

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which conditions the State Employer's Authority should be aware of within the three above mentioned areas.

QUESTION 3:**RELATING TO LEGAL LIMITS**

The State Employer's Authority finds it desirable if the individual authorities and institutions within the Danish state are able to combine the acquired e-learning courseware with other learning activities (with either in-house trainers or outside consultancies) and thus creating blended learning activities offered through Campus, the State's LMS.

POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which legal points of attention the State Employer's Authority should be aware of when using off-the-shelf e-learning courseware in blended learning activities

Off-the-shelf e-learning courseware within the field of languages**SECTION II.B: OBJECT OF THE CONTRACT (SUPPLIES OR SERVICES) (4)****II.1) TITLE ATTRIBUTED TO THE CONTRACT BY THE CONTRACTING AUTHORITY**

Off-the-shelf e-learning courseware within the field of languages - PARTIAL AGREEMENT D (Other languages)

II.2) TYPE OF CONTRACT AND PLACE OF DELIVERY OR OF PERFORMANCE

(Choose one category only – supplies or services – which corresponds most to the specific object of your contract or purchase(s))

Supplies

Services

Service category: No 7

NUTS code: DK01

Main site or location of works:

II.3) SHORT DESCRIPTION OF NATURE AND QUANTITY OR VALUE OF SUPPLIES OR SERVICES (in each of the service categories)**PARTIAL AGREEMENT D (Other languages)**

The State Employer's Authority within The Danish Ministry of Finance expects to sign a contract on off-the-shelf e-learning courseware within the field of languages. The e-learning courseware must be installed on Campus, the Danish state's Learning Management System, which is going to cover 70 - 90,000 state employees (current estimate), but might ultimately be scaled up to cover the total public sector with its 850,000 employees.

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning by requesting written answers to the questions stated in this Prior Information Notice. For further information see "QUESTIONS FOR TECHNICAL DIALOGUE" in Section II.7.

This Prior Information Notice has simultaneously been published in a Danish version (Danish title: "Standard e-læringskurser til emnet sprog").

OBJECT OF THE CONTRACT:

On the subject of off-the-shelf e-learning courseware within the field of languages, The State Employer's Authority wishes for a contract comprising four partial agreements (A, B, C and D) as well as an OPTION. The State Employer's Authority intends to take a positive view not only on the content and the quality of the off-the-shelf e-learning courseware, but also on the volume potential bidders can assemble in the respective portfolios.

PARTIAL AGREEMENT D

- A portfolio of e-learning courseware for learning languages other than English, French, German, Spanish and Danish.

OPTION

The State Employer's Authority considers to include an option on off-the-shelf e-learning courseware which simultaneously with language training also provide the course participant with the skills necessary to perform certain concrete actions in the foreign language regarding the following topics:

- Intercultural understanding
- International relations within e.g. the EU, UN and NATO
- Negotiation in a foreign language

The State Employer's Authority intends to take a positive view of e-learning portfolios which cover multiple skill levels (e.g. beginner, intermediate, advanced).

DEFINITION OF E-LEARNING

The State Employer's Authority defines off-the-shelf e-learning courseware based on the following parameters:
Technical parameters:

E-learning courseware can be both independent technical applications and virtual classrooms which run on a web-based Learning Management System platform. E-learning courseware can be accessed simultaneously by multiple users from their computer workstations and the user must be able to manage the opening of the platform. E-learning courseware is to support the overall objective of making competence development more flexible, cost effective and efficient. Virtual classrooms are expected to be flexible and accessible during Danish working hours between 8 am and 6 pm Danish time but preferably beyond this time span.

Technical applications may be offered alone or in combination with virtual classrooms, but virtual classrooms alone are not sufficient to fulfil the object of the contract.

Learning parameters:

Off-the-shelf e-learning courseware within the field of languages

E-learning courseware has a clear delimitation in terms of learning content. It is expected that the technical applications can stand alone because they are self-explanatory and self-contained. Virtual classrooms must have a clear learning objective and must provide feedback on the course participant's language proficiency. Interaction parameters:

E-learning courseware – both technical applications and virtual classrooms – is interactive and actively lead the course participant through clearly defined learning paths. The State Employer's Authority favours e-learning courseware which has a problem-solving approach to learning. Furthermore, it is expected that the technical applications use narration (speak), ongoing exercises, ongoing testing of the course participant's skills, and on-going self-assessment. → E-materials (see definition below) can be made available on the platform as a supplement to the technical applications and/or virtual classrooms, but e-materials alone are not sufficient to fulfil the object of the contract.

The following items alone are not sufficient to meet this definition of e-learning:

- E-materials, i.e. digital versions of written materials
- E-guides where the course participant is passive and thus does not experience a learning-related interactivity.
- Blended learning where an e-learning product is reliant upon other learning activities which go beyond the e-learning product, such as physical presence in a classroom.

If known, estimated value excluding VAT (if applicable; give figures only):

Currency:

OR Range: between

and

Currency:

Division into lots (for information about lots, use Annex B as many times as there are lots)

yes no

II.4) COMMON PROCUREMENT VOCABULARY (CPV)

	Main vocabulary	Supplementary vocabulary (if applicable)
Main object	80420000	
Additional object(s)	72000000	
	80580000	

II.5) SCHEDULED DATE FOR START OF AWARD PROCEDURES (if known)

06/09/2010 (dd/mm/yyyy)

II.6) CONTRACT COVERED BY THE GOVERNMENT PROCUREMENT AGREEMENT (GPA)

yes no

II.7) ADDITIONAL INFORMATION (if applicable)

PROCUREMENT PROCESS & TECHNICAL DIALOGUE

Prior to this procurement process, the State Employer's Authority wishes to engage in a technical dialogue with interested vendors of off-the-shelf e-learning courseware by requesting for written answer to the stated questions. Read more about this under "QUESTIONS FOR TECHNICAL DIALOGUE".

For the procurement process, the following conditions apply:

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Off-the-shelf e-learning courseware within the field of languages

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POTENTIAL BIDDERS ARE REQUESTED TO INDICATE THEIR REMARKS TO THIS POINT, INCLUDING which legal points of attention the State Employer's Authority should be aware of when using off-the-shelf e-learning courseware in blended learning activities

Off-the-shelf e-learning courseware within the field of languages

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION**III.1) CONDITIONS RELATING TO THE CONTRACT**

III.1.1) Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them (*if known; provide information only in the case of works contracts*):

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Reserved contracts (*if applicable*)

- yes no
- The contract is restricted to sheltered workshops
- The execution of the contract is restricted to the framework of sheltered employment programmes

SECTION VI: COMPLEMENTARY INFORMATION**VI.1) CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY COMMUNITY FUNDS**

- yes no

If **yes**, reference to project(s) and/or programme(s):

VI.2) ADDITIONAL INFORMATION (*if applicable*):

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VI.3) INFORMATION ON GENERAL REGULATORY FRAMEWORK

Relevant governmental Internet sites where information can be obtained

Tax legislation: www.skat.dk

Environmental protection legislation: www.mst.dk

Employment protection and working conditions: www.at.dk

- For additional details about relevant governmental services where information can be obtained on taxes, environmental protection, employment protection and working conditions, please fill Annex A.II-IV (*if applicable*)

VI.4) DATE OF DISPATCH OF THIS NOTICE:

The dispatch date will be automatically updated when the notice is submitted for publication

Off-the-shelf e-learning courseware within the field of languages

ANNEX A**ADDITIONAL ADDRESSES AND CONTACT POINTS****I) ADDRESSES AND CONTACT POINTS FROM WHICH FURTHER INFORMATION CAN BE OBTAINED**

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

II) ADDRESS, CONTACT POINTS AND INTERNET SITE OF THE RELEVANT GOVERNMENT SERVICE FROM WHICH INFORMATION CAN BE OBTAINED ABOUT TAXES

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

III) ADDRESS, CONTACT POINT AND INTERNET SITE OF THE RELEVANT GOVERNMENT SERVICE FROM WHICH INFORMATION CAN BE OBTAINED ABOUT ENVIRONMENTAL PROTECTION

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

IV) ADDRESS, CONTACT POINTS AND INTERNET SITE OF THE RELEVANT GOVERNMENT SERVICE FROM WHICH INFORMATION CAN BE OBTAINED ABOUT EMPLOYMENT PROTECTION AND WORKING CONDITIONS

Official name:

Postal address:

Town:

Postal code:

Country:

Contact point(s):

Telephone:

For the attention of:

Email:

Fax:

Internet address (URL):

Off-the-shelf e-learning courseware within the field of languages

ANNEX B**INFORMATION ABOUT LOTS****LOT No** **TITLE****1) SHORT DESCRIPTION****2) COMMON PROCUREMENT VOCABULARY (CPV)****3) QUANTITY OR SCOPE***If known, estimated cost excluding VAT (give figures only):*

Currency:

OR Range: between

and

Currency:

4) INDICATION ABOUT DIFFERENT DATE FOR START OF AWARD PROCEDURES AND/OR DURATION OF CONTRACT (if applicable)Scheduled date for (*if known*)start of award procedures (*dd/mm/yyyy*)

Duration in months:

or days:

(from the award of the contract)

OR Scheduled date for (*if known*)start of works (*dd/mm/yyyy*)completion of works (*dd/mm/yyyy*)**5) ADDITIONAL INFORMATION ABOUT LOTS**