

Development of Database for General Professional Recognition Learning and Skills

Introduction

Standards Verification UK wishes to let a contract for the development of a database that will allow staff to manage and analyse information. The users will be internal staff only, and a variety of reporting/tracking functions will be needed. The database will contain personal information and must therefore be secure and comply with data protection requirements.

Background

Standards Verification UK Ltd (SVUK) is the subsidiary of Lifelong Learning UK, the sector skills council for the lifelong learning workforce. In 2005, SVUK was commissioned by DIUS to deliver a Professional Recognition scheme for experienced Skills for Life teachers, tutors, and trainers in the lifelong learning sector who do not hold a recognised generic and/or subject specialist teaching qualification. The scheme has been in operation since 2006, and this year has been extended to include eligibility for teachers from the full range of curriculum areas. and a dedicated route for practitioners who entered the sector before the implementation of the Further Education Teachers' Qualifications (England) Regulations.

As a result, the existing database used to manage all information relating to applicants, as well as information specific to the scheme, requires re-developing in order to meet the needs of the project more effectively.

The services required in this contract are:

1. Re-design, development and testing of database
2. Transfer of data from existing database
3. Ongoing support

The indicative budget for implementing this database is £5000 including VAT for services 1-3 above. Please provide a fixed, fully inclusive price for services 1 and 2 and indicate the basis on which the optional ongoing support would be charged. Business travel is anticipated, at minimum to SVUK's Leeds office once or twice during the project, and should be included in your fixed price.

We will not be able to provide office space, computer facilities or a development server, so the appointed developer should have access to all of these.



Likely activities

- Production of detailed design
- Screenflow
- Templates for uploading initial data
- Specifications of software used
- Development and test of application
- Short user acceptance test and bug fixing

Functionality and Technical Specification

- Print out each applicant's details as a cover sheet for a file
- Ability to handle numbers (dates)
- Produce graphical representations of data collected (e.g. maps of applicants' locations)
- Have database triggers (applicants fit into one of 3 categories, which each require collection of slightly different information)
- Excel reporting
- Produce weekly/monthly reports
- Allow multiple users at one time
- Produce timeline/history reports
- User friendly with a logical layout
- Search facility to quickly find entries
- Allow multiple entries for each applicant

Project Timeline

The budget for this project is only available within the current financial year, therefore the project milestones are as follows:

Tender process opened	Monday 26/01/2009 09:00
Deadline for notification of intention to bid (see below)	Wednesday 04/02/2009 17:00
Deadline for questions on the scope (see below)	Wednesday 04/02/2009 17:00
Deadline for submission of bids	Friday 13/02/2009 17:00
Interviews/presentations with short listed bidders (see below)	Monday 23/02/2009
Notification of successful bidder	Wednesday 25/02/2009
Commencement of work by successful bidder	Wednesday 04/03/2009 or sooner if contract is in place
Completion of detailed design	Friday 20/03/2009
Completion of development	Friday 27/03/2009
System deployed and live	Monday 30/03/2009



Application Process

Please notify us by 17:00 hours on 04/02/2009 of your intention to bid. The reason for this is to allow us to plan for the time required to shortlist bidders. You can notify us by sending an email to svukadmin@svuk.eu with the subject line "Notification of intention to bid for tender SV/183/001/09". We reserve the right to reject bids where we have not received this notification.

If you have any questions on the scope, you can submit them to us by 17:00 hours on 04/02/2009, by email to svukadmin@svuk.eu with the subject line "Question for tender SV/183/001/09". We will collate all questions received and send a list of them, together with responses, to all bidders by 17:00 hours on 09/02/2009, and will not enter into any further correspondence or telephone conversations.

Please submit a mini-bid (ie no more than 5 pages of A4) including:

- Relevant experience related to the services required, including two references for similar work
- A schedule of proposed activities and/or project methodology
- Proposed technical architecture including technologies, and reasons for choosing this architecture
- Any potential issues or risks you can see for the project at this stage
- Fixed costs as described above
- Ongoing costs for ongoing support.

Bids should be sent by post (in a plain, unmarked envelope) to

Tender SV/183/001/09
Standards Verification UK
4th Floor
36 Park Row
Leeds LS1 5JL

or emailed in PDF or Microsoft Word (97-2002) format to: svukadmin@svuk.eu

Please ensure the tender reference number is included as a header on all documentation and is in the top left hand corner of the outer envelope, if posted.

Closing date for applications: 17:00 on Friday 13/02/2009

There will be a desk selection. Short listed bidders may be asked to make a presentation at Standards Verification UK's offices in Leeds. This will be strictly limited to 45 minutes, and will occur on the afternoon of Monday 23/02/2009.

