

LINC with Sellafield

Opportunity 9

Work Package 09/2019 – Production of an Access to C2 R2+ Areas Refresher computer based training package



THE OPPORTUNITY

Work Package

The Ionising Radiations Regulations 2017 place a new requirement on employers to provide repeat training for any individuals working with ionising radiation to ensure that they understand the risks to health from ionising radiation and the controls to protect against it.

The existing Access to C2 R2+ Areas course is not currently refreshed and therefore a new course needs to be developed. In addition to this statutory requirement, there are a number of behavioural performance gaps which this course could play a significant part in addressing.

Statement of Requirements

We are looking for SME's with a proven track record in the development and production of media in support of safety training programmes. The SME must have at the least significant experience in the following aspects:

- Video production: production management and liaison with Client, motion graphics, music licence, musical score, voiceover, post-production checking and testing;
- Concept design;
- Creative development: visual and animation style development;
- Video build and edit; use of Smartbuilder authoring tool;
- Capture (filming, autocue, lighting, sound track, sound direction);
- Complex video production which involves creative and complex shots at multiple locations;
- Post production work: video editing, sub-titles, colour grading and exports into required format (including high quality stills).

A key focus for this opportunity is around the necessary experience of collaborative script development with clients, sourcing and working with a team of actors in multiple locations, (including controlled areas on site), whilst working to tight timescales.

We need an organisation that can demonstrate defence in depth to allow production to continue in the case of absences of personnel, or failure of essential equipment. Where possible, the organisation should provide evidence which demonstrates examples of previous work in support of safety training programmes.

Estimate of work requirement £25K - £35K.

Deliverables:

Produce an Access to C2 R2+ Areas Refresher computer based training course which can be accessed via the Sellafield site network and also the Sellafield contractor training portal (known as 'Moodle'). This will be in the form of a SCORM media file that is compliant to either SCORM 1.2 or SCORM 2004 standards. This includes a compiled / decompressed SmartBuilder v4 – SB4 file containing all the media, video, narrative to enable local editing as required.

Proposed Terms and Conditions:

Any contract (if any) placed subsequent to this challenge will be subject to the following standard form of contract: **CFMT 104 LINC Professional Services**

Proposal Requirements

SME's who are interested in this opportunity please provide a proposal addressing the following:

1. A statement demonstrating understanding of the Statement of Requirements, how it is envisaged they will be delivered and why you believe you are best placed to support Sellafield Ltd on this opportunity. - **No more than 1 side A4**
2. Provide details of the proposed resources including: key roles, names, relevant experience and supporting CV's. - **No more than 5 sides of A4**
3. Provide a minimum of 3 pieces of evidence that best represents your work in the described category, specific to the development of an e-learning course. Examples may include where your company has developed e-learning courses or co-written scripts with a customer, supporting material and course lists. If video files are submitted as evidence please upload to CTM in .AVI format. **No more than 5 sides of A4. In addition up to 3 media files may be submitted.**
4. Provide a detailed breakdown of costs in support of job example outlined under the Pricing Model for Assessment together with those rates you propose to utilise in the delivery of this service. – **Complete the pricing schedule**

These proposals will be reviewed by Sellafield Ltd against the criteria set out in Appendix 1 and we will engage further and facilitate collaboration with those who show the greatest potential in meeting our requirements.

Your proposal for this opportunity must be in English, costs must be in Sterling and presented in writing.

Supporting Documents

Appendix 1 – Evaluation Criteria
Form of Contract – CFMT 104 LINC Professional Services
Pricing Template

Deadline

We will be holding an open telephone conference on **13:30 on 28th February 2019** for any of our registered LINC companies interested in submitting a proposal to ask questions. To register your interest in taking part in the call please email linc@sellafieldsites.com and we will provide you with dial in details.

This opportunity is only available to SMEs registered on LINC at the time of publication of this challenge (Ref 09/2019) – Registration for future challenges remains open.

To submit a proposal for this work package please upload all attachments to CTM no later than **17:00 (GMT) on 22nd March 2019**