

BRIEFING NOTE
MANAGEMENT TEAM
7th March 2023

Award of contract for new elearning provider
(Briefing note prepared by Carol Magnus)

PURPOSE OF BRIEFING NOTE
To provide Management Team with an update on the implementation of a new elearning system.
BACKGROUND
In January 2022 Management Team received and approved the proposals of a briefing note titled 'Termination Of ELearning Contract With CLS'. The paper outlined the background to the existing contract with CLS, the current position and proposed terminating the contract with effect from the end of March 2022. In May 2022 management Team received a further Briefing Note titled 'Elearning Tender' in which the proposed process and timescale was outlined. Each Briefing Note was approved by Management Team.
CURRENT POSITION
From May 2022 to October 2022, working under the guidance and support of ECC procurement team, a full open procurement process was conducted. Twelve potential providers submitted a tender. Following a due diligence process of assessment of tenders, presentations and price, Skillgate has emerged as the clear preferred provider. Their website will give Management Team a flavour of the scope and scale of their provision https://skillgate.com/
Procurement and tender assessment was carried out with assistance from IT, HR and Audit.
Skillgate have been informed of their success and a contract has been drawn up in consultation with ECC Procurement and TDC Legal team. The total contract value is £42,000 for a 5 year period. This price was the lowest of all tenders and will provide a potential saving compared with the likely five year cost of remaining with the previous provider.
PROPOSAL
It is proposed that a contract is agreed with Skillgate for delivery of this service with immediate effect (subject to MT agreement and publication of decision).
Informal discussions are currently taking place with Skillgate and upon issue of contract, work will fully commence to prepare rollout. The site will be branded in accordance with TDC guidelines and the aim is to have a soft launch for a limited number of early users in April, From there the numbers will be steadily increased. Early focus will be upon mandatory courses but the full range of courses will be made available as soon as practicable. This new platform will provide a significantly improved facility for all staff and Members.
3 rd party courses which are currently relied upon by TDC, such as the cyber security videos,

are expected to be hosted within the new platform.

RISK

No significant risks are identified. Failure to have an elearning platform will disadvantage the organisation's workforce and elected Members from access to a valuable learning resource.

ANY OTHER RELEVANT HEADINGS

N/A