

Appendix 3 - Information and checklist for potential suppliers

Please answer the following questions providing as much detail as possible, or by referencing to any document that forms part of your supplier proposal. Every organisation that is being invited to tender is asked to provide responses to the questions below.

Question number	Question	Response / Reference in proposal
1	Are you bidding as the lead contact for a group of providers? If yes, please provide further details.	Yes / No
2	Are you or, if applicable, the group of providers proposing to use sub-contractors? If yes, please provide further details.	Yes / No
3	What options does your proposed solution offer, to accurately populate the content of the question bank resource into the assessment tool, thereby maintaining the integrity of the exam?	
4	What styles of objective test questions does your proposed solution offer?	
5	Is your proposed solution able to offer mapping between questions and learning objectives or syllabus areas? If yes, please provide further details.	Yes / No
6	What integration options are available between the IDI LMS (Moodle) and your proposed solution?	
7	What data transfer functionality (APIs) does your proposed solution provide between related learning systems for example, to support candidate registration or results publication?	

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8	What support does your proposed solution provide for students in order to facilitate inclusion of candidates with physical or other forms of impairment or disability?	
9	Where information is gathered during registration (such as personal data) and completion of the exam (such as screen and webcam recording), how long is the data retained on your platform, and where is this data held?	
10	What mechanisms and functionality does your proposed solution provide for collection of assessment/exam and proctoring fees?	
11	What candidate communications does your proposed solution provide to candidates?	
12	What functionality does your proposed solution provide for candidate familiarisation with your platform, in the form of practice tests, mock exams and live exams?	
13	How many exams would your proctors be responsible for invigilation of, at any point in time, for the proposed solution?	
14	What is the maximum number of candidates supported by an individual proctor with your proposed solution?	
15	How do candidates engage with the proctors before, during and after the exam, in your proposed solution?	

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16	<p>How are your proctors selected and appointed and supported?</p> <p>Please outline:</p> <ul style="list-style-type: none"> o the selection and appointment process for your proctors o training and quality controls processes in place o competencies, skills and behaviours required of the individual 	
17	<p>Is your proposed solution able to offer exams to support multiple locations / time zones?</p> <p>If yes, please provide further details.</p>	Yes / No
18	What geographical limitations are you aware of for your proposed solution, for example technology blocks in China, and how could your proposed solution response to such limitations?	
19	<p>What functionality does your proposed solution provide for:</p> <ul style="list-style-type: none"> • exams in languages other than English? • exam platform languages other than English? 	
20	<p>How many administrator/author user licences are required / included in your proposed solution?</p> <p>Please provide further details about the configuration of the licenses.</p>	

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21	<p>What reports does your proposed solution provide about the assessment, for example, for:</p> <ul style="list-style-type: none">• Questions used from the question bank• Mapping of questions to learning objectives and/or learning objectives to question bank• Question response times and responses• Time taken for completion of the exam• Proctor reports on candidates	
22	<p>What technical support does your organisation provide for administrators and exam candidates and in what format, within the contract offer price, for the proposed solution?</p> <p>Please provide further details about the configuration of the licenses.</p>	
23	<p>What technical support is available outside the contract offer, and how is this priced for your proposed solution?</p> <p>Please provide further details about the configuration of the licenses.</p>	
24	<p>What is the minimum operating system that your proposed solution is able to be delivered on:</p> <ul style="list-style-type: none">• Windows• Apple• Others	

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25	<p>Please indicate the proposed contract price (in US\$ inclusive of all relevant taxes) for the following items, as applicable, for between 500-900 candidates in the initial contract period, with a up to 400 candidates over any contract extension, for the following duration and anticipated contract extensions.</p> <table border="1"> <thead> <tr> <th></th><th>Initial contract period (2 yrs) US\$</th><th>Single year (Yr 1) contract extension US\$</th><th>Single year (Yr 2) contract extension US\$</th><th>2-year (Yr 1 & 2 combined) contract extension US\$</th></tr> </thead> <tbody> <tr> <td>Implementation and setup</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Hosting licence</td><td></td><td></td><td></td><td></td></tr> <tr> <td>User licences</td><td></td><td></td><td></td><td></td></tr> <tr> <td>User training</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Candidate test / retest fee for 2 papers (90 min + 180 min exam)</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Proctor test fee for 2 papers (90 min + 180 min exam)</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Other costs (please identify)</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>		Initial contract period (2 yrs) US\$	Single year (Yr 1) contract extension US\$	Single year (Yr 2) contract extension US\$	2-year (Yr 1 & 2 combined) contract extension US\$	Implementation and setup					Hosting licence					User licences					User training					Candidate test / retest fee for 2 papers (90 min + 180 min exam)					Proctor test fee for 2 papers (90 min + 180 min exam)					Other costs (please identify)								
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