

JOINT INFORMATION SYSTEMS COMMITTEE

INVITATION TO TENDER

Tender for a consultant/s to conduct a review of the management of technology-rich open plan learning and teaching spaces in UK further and higher education as part of the JISC e-Learning Programme

Summary

1. The Joint Information Systems Committee (JISC) invites proposals from consultants to conduct a review of the management of technology-rich open plan learning and teaching spaces in further and higher education. The review should include the sound and student activity associated with these spaces and management of heat and ventilation, together with providing recommendations and guidelines to institutions on effective practice in the management of technology-rich spaces.
2. The review should build on the outcomes from related projects funded under the e-Learning and Innovation strand which include the study by University of Birmingham *How innovative technologies are influencing the design of physical learning spaces in the post-16 sector*¹ (2005) and the JISC publication *Designing Spaces for Effective Learning*² (2006).
3. The review will contribute to the JISC resources on effective learning space design and also to the development of JISC infoNet's forthcoming applied infoKit *Technology-Rich Learning Spaces*³, which will be available in the early part of 2007.
4. This work will take place from March – July 2007 and will involve approximately 20-30 days consultancy. A total of £12,000 (inclusive of VAT and all expenses including travel and subsistence) is available for this work. Tenders should be submitted no later than 12 noon on Monday 15 January 2007.

Background

5. The Joint Information Systems Committee (JISC) supports further and higher education by providing strategic guidance, advice and opportunities to use Information and Communications Technology to support teaching, learning, research and administration. JISC is funded by all the UK post-16 and higher education funding councils.
6. The JISC e-Learning Programme aims to identify how e-learning can benefit learners, practitioners and educational institutions, and advise on its implementation. Its goals are to achieve improved quality of learning in the UK through:
 - Practitioners with confidence and skills in managing and facilitating e-learning in different contexts and with different pedagogical approaches.
 - A technical infrastructure that supports flexibility, diversity and extendibility
 - Easy access to high quality, flexible learning materials.
 - Effective and responsive e-learning policies, systems and structures in place at local, regional and national level

An overview of the programme can be found at: www.jisc.ac.uk/elearning

¹ The reports from 'How innovative technologies are influencing the design of physical learning spaces in the post-16 sector' are available from www.ldu.bham.ac.uk/espaces/index.htm

² Designing Spaces for Effective Learning is available from www.jisc.ac.uk/eli_learningspaces.html

³ Information on the forthcoming Technology-rich Learning Spaces infokit is available from <http://www.jiscinfonet.ac.uk/infokits/learning-space-design>

7. The aims of the e-Learning and Innovation strand are being addressed through a combination of funded projects, evaluations, case studies, reviews and community consultations. The audience for the outcomes of this strand include senior managers, practitioners, learning technologists, researchers and developers working across further and higher education.

Requirements

9. JISC is looking to appoint a consultant/s who will have
 - a) Expertise and knowledge of current developments in the design of physical learning spaces in the further and higher education sectors;
 - b) Expert knowledge and understanding of the impact of technology on the design and management of learning spaces in further and higher education;
10. The consultant/s will be required to carry out the following tasks:
 - Conduct a review of current practice in the management of technology-rich open plan learning and teaching spaces in UK further and higher education with specific focus on:
 - The management of sound and student activity
 - The management of teaching activities within open plan spaces
 - The management of ventilation and air temperatureto ensure that the design of open plan flexible spaces are fit for purpose for effective 21st century learning and teaching.
 - Conduct a review of current practice in the management of technology-rich spaces in the commercial sector and internationally.
 - Produce a minimum of 6 case studies which demonstrate the variety of ways in which technology-rich open plan learning and teaching spaces have been designed with regard to the aspects under review.
 - Produce guidelines and recommendations on the management of technology-rich open plan learning and teaching spaces for senior managers in institutions.
 - Liaise with the Higher Education Academy⁴ and the HEFCE Space Management Group⁵ to ensure join-up of work in this area.
 - Liaise with the other members of the e-Learning Programme team as appropriate.

Deliverables

11. The outputs from this work are expected to be:
 - A report containing the findings of the review of current practice in management of technology-rich open plan learning and teaching spaces in UK further and higher education and the findings of the review of best practice in the management of technology-rich spaces in the commercial sector and internationally.
 - A minimum of six case studies which demonstrate the variety of ways in which technology-rich open plan learning and teaching spaces have been designed with regard to the aspects under review.
 - Guidelines and recommendations on the design and management of technology-rich open plan learning and teaching spaces for senior managers in institutions.
 - Monthly email updates summarising progress made against the agreed work plan.
12. Other expectations are:
 - The consultant/s will be expected to conform with the JISC project management guidelines (http://www.jisc.ac.uk/index.cfm?name=prof_info) where appropriate.
 - The consultant/s will be expected to liaise with the JISC Executive and Programme team members on a monthly basis to ensure there is a shared understanding of the work and its progress. This may take the form of email or phone contact.

⁴ For further information on the research being conducted by the Higher Education Academy see <http://www.heacademy.ac.uk/4863.htm>

⁵ For further information on the research being conducted by the HEFCE Space Management Group see <http://www.smg.ac.uk/>

- Successful bidders will be expected to allocate time (a minimum of two days) in their work plan for meeting with members of the e-Learning Programme team and with concurrent projects working in similar areas.

Intellectual Property Rights

13. The information provided in any reports and the rights to all other output will become the property of the Higher Education Funding Council for England (HEFCE) on behalf of the JISC and the other funding councils.

Evaluation

14. Proposals will be evaluated against the following criteria (in no particular order):
 - Relevant knowledge and experience in current requirements for designs of physical learning spaces in the further and higher education sectors (30%);
 - Knowledge and understanding of how technology is being integrated and deployed in the management of learning and teaching spaces in further and higher education (30%);
 - Availability to carry out the work within the required time and an evaluation of the risks to successful completion of the work (20%).
 - Experience in report writing for senior managers in further *and* higher education (20%)

Funding

15. Up to £12,000 (including VAT and all expenses including travel and subsistence) is available. The work should begin as soon as possible and no later than 1 March 2007 and be completed by July 2007. The deadline for tenders is 12 noon on Monday 15 January 2007.

Management

16. The contract will be overseen by Paul Bailey (p.bailey@jisc.ac.uk), JISC Executive. The contractor will provide a plan of work that will facilitate this and will report at regular intervals as agreed at the time of commissioning. In agreeing the work plan with the successful contractor, the JISC will wish to discuss the list of bodies and people who should be consulted in the course of the study.

Tender submission

17. Proposals should include the following:
 - Completed cover sheet to include details of a contact to whom queries may be directed (Appendix A);
 - Names of those persons who would be undertaking this work and summaries of relevant experience and knowledge to undertake this work; CVs should be attached as appendices;
 - A proposed work plan showing key dates and deliverables, and an outline of the budget;
 - Contact details of other clients who may be approached for reference purposes and examples of conferences organised within the previous 12 months;
 - Analysis of risks to successful completion of the consultancy;
18. Responses should be no longer than 4 pages of A4 (excluding cover sheet and CVs).
19. Tenders should be emailed, with the header 'Review of the management of technology-rich open plan learning and teaching spaces Proposal' in Word or Rich Text format to Georgia Slade (g.slade@jisc.ac.uk) no later than 12 noon on Monday 15 January 2007. It is the responsibility of the bidder to ensure that the email has arrived by the deadline.

Timescale

20. It is expected that bidders will be notified of the outcome of the evaluation process by the mid February 2007.
21. **The JISC reserves the right not to choose any consultant who bids for this contract. Tenderers shall submit tenders on the basis of doing so at no cost to the JISC.**

Further Information

22. Any queries regarding this tender should be sent to Paul Bailey, JISC Programme Manager, tel: 07789 721150 email: p.bailey@jisc.ac.uk.
23. Further information about the programme can be found at:
http://www.jisc.ac.uk/elearning_innovation.html and www.jisc.ac.uk/eli_learningspaces.html

JISC Executive
December 2006

Appendix A

Cover sheet for proposals

(NB: All sections must be completed)

Tender for a consultant/s to conduct a review of the management of technology-rich open plan learning and teaching spaces in UK further and higher education as part of the JISC e-Learning Programme

Name of consultant
List partners, if any
Full contact details for primary contact Name: Position: Email: Address: Tel: Fax:
Outline of proposal:
Budget