

<b>Questions and answers</b>	<b>Answers provided by HI</b>
Are foreign bidders allowed to participate in this tender?	Yes, foreign bidders are welcome to participate in this tender. Applications from other countries will be given fair consideration, provided that all requirements set out in the tender documents are met.
Is any additional information required or is there a procedure, such as registration, to follow in order to take part in this call for tenders?	There is currently no separate registration procedure beyond what is detailed in the tender documents.
Is it acceptable to submit the proposal in English?	Yes, it is perfectly acceptable to submit your proposal in either French or English. Both languages are accepted for this call for tenders.
- which tool should we use for the modules: story line or rise? or make 2 proposals?	Mainly Rise, with the possibility of integrating StoryLine for certain activities.
- Can we propose a story board directly on rise to save time?	Yes
- concerning the repository: will it be stabilised when the project is launched?	Yes
- Concerning the 2h30 duration, does this take into account the quizzes?	Yes
- Should the quizzes be taken on rise or directly on your platform?	On Rise
- do you give us permission to use AI to generate voice-overs?	Yes
- Do you have the sources or the story board for the e-learning module?	We have the sources (internal documents), but for the story board we have the one from a previous e-learning module that also dealt with project quality, but with an older reference framework that has since been updated. This story board can nevertheless serve as inspiration.
- Would proof of income from Urssaf be sufficient? Or is a balance sheet absolutely essential?	Urssaf proof is sufficient
- In the same way, certification of accounts is not compulsory. If the balance sheet is not certified, is it still possible to apply, or is this a disqualifying condition?	If there is no legal obligation, this is not a disqualifying condition.
- Does the deadline correspond to the delivery of the French version or	To the French (or English) version. A single version is expected by 1 October.

to the delivery of all versions (French and English)?	
- If a service provider makes a proposal that is spread out over a longer period of time, will this proposal be accepted? Or will it be rejected as part of the call for tenders? Is this exclusionary?	We will consider the proposal, but we prefer a proposal that meets the proposed deadline.
- Has someone from 3I set aside time for the project on a weekly basis?	Yes.
If so, for how long?	15 days in total over the period for the main person.
Will this person be going on holiday and won't be available for part of the contract?	No.
Does this person have any calendar constraints (e.g. doesn't work on a weekday)?	She does not work on Friday afternoons.
- Has an ARCI been defined?	Yes.
Will only one person be responsible for the project?	1 Training and Educational Engineering Manager and 1 Project Responsible for this particular course.
How many contributors will there be to the project?	3 people from the MEAL team.
Will I be interfacing with a single person or several people in the team?	Mainly 1 person (the project manager), with 2 other people (R Pedagogy and R Project Quality Policy) involved in progress reviews.
- As far as training content is concerned, there is very little existing content, if I've understood correctly. Has the creation of content been taken into account in the 3i team's workload?	Yes, it has been taken into account. We benefit from some content, but it's dated and refers to HI's old quality standards.
- Will the creation of content require validation by other people (proofreading by colleagues)? Is this part of their workload?	Yes and yes. Time has been set aside for the MEAL and Project Management Manager and the Project Quality Policy Manager.
- It will be necessary to validate the accessibility of each slide in the storyboard. Will the person in charge of teaching the e-learning content and the HI Academy platform be able to read the storyboard, particularly	The educational manager will read the storyboard.

the accessibility aspects? Or only on receipt of the deliverable?	
- It is stated that the entire module must be supplied with audio playback. Is this in addition to the screen reader? Do you need an audio tape for all the texts, diagrams, etc.?	The screen reader is sufficient, but you need an alternative text for the images/sketches and a transcription for the videos.
- will the accessibility of existing documents (Word, PPT, pdf...) be carried out as part of the service? or will it be carried out by the HI teams?	The accessibility of existing documents will be carried out by HI. However, if documents need to be created for e-learning, the service provider will have to make them accessible.