



Invitation to Tender: E-Learning Platform

Issued by: Gingerbread, the charity for single parent families

Issue Date: 14.08.2025

Deadline for Responses: 01.09.2025

Contact for Enquiries/Submissions: ella.whaley@gingerbread.org.uk

1. About Gingerbread

Gingerbread is the leading national charity working with single parent families. For over 100 years, we have been providing expert advice, peer support, and a powerful campaigning voice for the 1 in 4 families in the UK led by a single parent. Our values are rooted in equity, compassion, and courage, and we are committed to creating a more just and inclusive society.

We are a small charity with big ambitions – and we are building a high-performing, values-driven culture as part of our wider organisational transformation.

2. Invitation to Tender

We are seeking to appoint a supplier to provide a **staff compliance e-learning platform** for up to **16 staff**. The solution should ensure all employees are able to complete mandatory compliance training in an accessible, user-friendly, and trackable way.

We welcome proposals from providers experienced in delivering e-learning platforms to the charity or public sector, especially those with an understanding of equity, safeguarding, and accessibility best practice.

3. Requirements

The platform must:

- Provide high-quality, up-to-date **compliance training** in:
 - Safeguarding (Adults and Children)
 - GDPR and Data Protection
 - Equality, Diversity & Inclusion
 - Health & Safety
 - Cyber Security
- Be **accessible online**, on desktop and mobile
- Allow users to complete modules **flexibly and independently**
- Enable admin staff to:
 - Assign and track course completion
 - Access real-time reports
 - Set reminders or deadlines
- Meet WCAG 2.1 AA accessibility standards
- Be cost-effective for a small team (up to 16 users)

Desirable features include:

- Option for **custom branding**
- Ability to **upload or create bespoke modules**
- Integrated support or technical helpdesk
- Certification or CPD accreditation for users
- Ability to add/remove users as staffing changes



4. Contract Term

- **Initial term:** 12 months (with the option to renew)
- **Start date:** September/October 2025

5. Budget

We welcome proposals that offer good value for money, including small charity or non-profit rates.

6. Evaluation Criteria

Submissions will be evaluated on the following:

Criteria	Weighting
Cost and value for money	35%
Platform functionality and user experience	25%
Accessibility and inclusivity	20%
Track record and relevant experience	15%
Implementation and support	5%

7. Submission Requirements

Please provide a written proposal of no more than **6 pages**, covering:

- Overview of your platform and services
- How your solution meets our requirements
- Pricing model and total costs (inc. VAT if applicable)
- Case studies or testimonials from similar clients
- Support, onboarding and implementation offer
- Contact details and company information

You may also include a link to a demo or walkthrough video.

8. How to Submit

Please email your completed tender submission as a **PDF** to:

 ella.whaley@gingerbread.org.uk

Subject line: *Tender Submission – E-learning Platform*

Deadline for submissions is 9 am on 1st of September 2025.

9. Additional Information

If you have any questions, please contact:

Ella Whaley, People, Culture & Governance manager: ella.whaley@gingerbread.org.uk

Thank you for your interest in supporting Gingerbread's mission. We look forward to receiving your proposal.