

Standing Offer Arrangement OIR 45_2223 – Provision of instructional design services

Buyers Guide

Overview

The Office of Industrial Relations has established a Standing Offer Arrangement through an open offer process for Instructional Design Services

This panel are experienced and qualified suppliers in the learning and development, training and education, and digital content creation spaces for instructional design work, for internal educational resources.

The resulting SOA consists of a panel of suppliers with varying skills and experience in building both eLearning and direct instruction courses including mapping content to Vocational Education and Training (VET) qualifications and competency-based learning and assessment development.

The intention of this SOA is collaboration, design and development of instructional resources. These resources will include face to face, blended and eLearning courseware.

Customer requirements and engagements under this SOA for course development may range from full courseware to discrete multimedia content developed for inclusion in courseware built inhouse.

Eligible Customers may seek out services from Suppliers on the SOA Panel as needed, based on their requirements against the identified categories and/or specific independent skills each Supplier is appointed under the SOA to deliver.

What services are covered by this arrangement?

Suppliers have been appointed for one or more of the four categories of work:

| Service Category |
|--|
| 1. eLearning course design and development; eLearning design and development services from concept and design to development and publishing. |
| 2. Development of standalone instructional media blocks for use in developing training materials; video production and post editing services, voice overs, animations and other multimedia. |
| 3. Development of facilitator led face to face training programs and associated instructional resources; Course analysis and design, development of facilitator and student facing instructional materials and reviewing and redesigning of existing courseware and materials |
| 4. Mapping competencies to formalised VET qualifications and developing applicable assessment instruments; Mapping and analysis of content to VET units of competency, development of instructional resources, assessment instruments and marking guides. |

In addition to the above categories, there will also be provision for independent skills:

- Graphic Designer
- Instructional Designer
- Animator
- Digital content creator
- Script writer
- Educator / Trainer
- Training facilitator
- Learning designer / analyst
- Quality Assurance
- Editor
- Strategist
- Photographer
- Videographer
- Other, as nominated by the Supplier

The provision of independent skills are for the support of instructional design and development work only and should only be engaged to complement the existing internal capabilities of the Customer or where a full category scope is not required.

This SOA is not intended for media, communications, marketing, or other creative solutions outside of educational resources and training package development.

Mandatory

The Principal requires that in Service Category 1 - eLearning course design and development, Suppliers must utilise the Articulate 360 authoring tool. This requirement is to ensure that ongoing updates and content reviews can be actioned in house by the Principal.

All eLearning SCORM files will be required to be provided in unpublished format for the Customer to publish and upload to the departmental Learning Management System (LMS). Eligible Customers who do not have this requirement may still engage Suppliers under the SOA on the basis that Suppliers are able to meet their requirements.

What services are not covered by this arrangement?

The following is out-of-scope for this SOA:

- RPL services
- Regulatory policy interpretation and application
- Learning platform development or creation
- Adhoc creative services utilising independent skills for activities not related to the development of instructional design
- Development of governmental publications for public distribution.

How long is the arrangement term?

The SOA has a commencement date of 1 July 2024 for an initial term of three (3) years until 30 June 2027 with one (1) optional extension of one (1) year.

Note: This SOA is intentionally to be co-termed, meaning that all suppliers end dates are the same.

OIR's Procurement Team are responsible for enacting any extensions and publishing information on the [Queensland Government Arrangements Directory \(QCAD\)](#) and users are asked to check status of the SOA on the [Directory](#).

Who can use this arrangement?

This arrangement is primarily for the use of Office of Industrial Relations.

With permission from the SOA Manager this arrangement may be used by the following entities:

- a) Queensland Government departments and agencies;
- b) Queensland Government Bodies;
- c) any entity which is directly or indirectly, partially or entirely funded by the State of Queensland, and/or a community based, non-profit making organisation performing community services, and/or another entity, from time to time approved by the State of Queensland as an eligible Customer under the SOA; and
- d) Commonwealth, and any other State or a Territory Government.

Suppliers

Suppliers appointed to this SOA are listed in **TABLE 1 OIR 45_2223 – Appointed Suppliers**. This is an alphabetical listing for each Category and Skills Appointment within this SOA.

- OIR customers can access this SOA on the [OIR 045_2223 Instructional Design Services Teams Page](#). Approval may be required to access this page.
- Non OIR customers can access the supplier details on the [Queensland Government Arrangements Directory \(QCAD\)](#) page for Instructional Design Services (OIR 045_2223)

Refer to **Attachment 1; OIR 045_2223_Contract Listing** for further information per supplier including:

- Primary SOA Contact – Phone Number
- Primary SOA Contact – Email
- ABN
- Responses regarding Queensland Government Objectives:
 - QLD Owned and Operated Business
 - Regions of Supply
 - Zero tolerance for domestic and family violence
 - Indigenous
 - Social Enterprise

Eligible Customers Requirements

All eligible customers shall:

- a) undertake their own financial arrangements and approvals for its acquisition under this SOA; and
- b) be directly responsible for managing Services acquired and Supplier Performance under this SOA.

Using the SOA

Please ensure you adhere to your local procurement guidelines with regard to the number of quotes required for the likely value of the project

There is no approved spend under this SOA and any expenditure under this arrangement must be approved by the relevant financial delegate for that engagement/order.

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- a) undertake their own financial arrangements and approvals for its acquisition under this SOA; and
- b) be directly responsible for managing Services acquired and Supplier Performance under this SOA.

To engage a supplier under the SOA:

- Review the SOA documentation and ensure the SOA meets your requirements
- Request permission to use the SOA from the SOA Manager
- Complete **Attachment 2; SOA Customer Order Form, Part 1 Customer Request for Quote** and request a quote from the supplier/s for services as required
- Suppliers will respond using **Attachment 2; SOA Customer Order Form, Part 2 Supplier Response to RFQ**
- Finalise and agree to your individual contract with supplier using **Attachment 2; SOA Customer Order Form, Part 3 SOA Order Execution**
- Notify SOA Manager (OIR.Procurement@OIR.qld.gov.au) of your order for reporting purposes

See **Attachment 3; Deed of Agreement Schedule 5 – Placing SOA orders** for additional information.

Contractual terms and conditions

The following terms and conditions apply to engagements under the SOA.

- a) OIR 045_2223 Deed of Agreement for the provision of Instructional Design Services for each supplier on the panel
- b) General Contract Conditions [Version 3.1](#) current as of February 2023; and
- c) The SOA Conditions which apply to the SOA between the Principal and the Supplier are the 3.1, current as of February 2023

More information

For any additional information relating to this SOA or to report any SOA issues contact:

SOA Manager (OIR 045_2223)
Finance, Facilities and Procurement
Email: OIR.Procurement@OIR.qld.gov.au
Phone: 07 3406 9764

TABLE 1 OIR 45_2223 – Appointed Suppliers

| Supplier Name Legal Name/Entity | Business name | Category | | | | Skills appointment | | | | | | | | | | | |
|---|--|--|---|---|---|--------------------|------------------------|----------|-------------------------|---------------|--------------------|----------------------|-------------------|--------|------------|-------|--|
| | | 1: eLearning course design and development | 2: Development of standalone instructional media blocks for use by WCU in development of training materials | 3: Development of facilitator led face to face training programs and associated instructional resources | 4: Mapping competencies to formalised VET qualifications and developing applicable assessment instruments | Graphic Designer | Instructional Designer | Animator | Digital Content creator | Script Writer | Educator / trainer | Training facilitator | Learning Designer | Editor | Strategist | Other | |
| Aspire Training & Consulting Ltd | Aspire Learning Resources | YES | YES | YES | YES | YES | YES | NO | YES | YES | NO | YES | YES | YES | NO | YES | |
| Bendigo Kangan Institute | VETASSESS &/or eWorks | YES | YES | YES | YES | YES | YES | YES | YES | YES | NO | NO | YES | YES | NO | NO | |
| Beyondedge Pty Ltd | Beyondedge Pty Ltd | NO | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | YES | YES | YES | NO | |
| Bordertown Films | Bordertown Films Pty Ltd | NO | YES | NO | NO | NO | NO | NO | YES | YES | NO | NO | NO | YES | NO | YES | |
| BRS Learning PTY LTD | Discover Learning Designs & Instructional Design Australia | YES | YES | YES | YES | YES | YES | YES | YES | YES | NO | YES | YES | YES | YES | NO | |
| Bryce Simon Millar and Mad Dog Productions Pty Ltd AFT Millar Family Trust. | Mad Dog Productions | NO | YES | NO | NO | NO | YES | NO | NO | YES | NO | NO | YES | NO | NO | NO | |
| Cassey Consulting Pty Ltd | Cassey Consulting Pty Ltd | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | |
| Corporate Pyjamas Pty Ltd | Corporate Pyjamas Pty Ltd | YES | YES | NO | NO | YES | YES | NO | YES | YES | NO | NO | YES | YES | NO | NO | |
| Creative Design Industries Pty Ltd | Creative Design Industries Pty Ltd (CDI) | NO | YES | NO | NO | YES | NO | YES | YES | YES | NO | NO | NO | YES | YES | NO | |
| Digital Hindsight Pty Ltd | Digital Hindsight Pty Ltd | YES | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | NO | |
| Digital Learning Partners Pty Ltd | Digital Learning Partners Pty Ltd | YES | YES | YES | NO | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | |
| Goussous Pty Ltd | Skills Leap Australia | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | |
| Governance Risk & Compliance Solutions Pty Ltd | GRC Solutions | YES | YES | YES | NO | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | NO | |
| imc, Information Multimedia Communication Pty Ltd / IMC AG | IMC Information Multimedia Communication Pty Ltd | YES | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | YES | YES | YES | YES | |
| Immersive Solutions Pty Ltd | Immersive Solutions Pty Ltd | YES | YES | YES | NO | YES | YES | YES | YES | YES | NO | NO | NO | NO | NO | NO | |
| Learning Plan Australia (in collaboration with INLOC Group) | Learning Plan Australia | YES | YES | NO | YES | YES | YES | YES | NO | YES | NO | NO | YES | YES | YES | NO | |
| Liberate Learning Pty Ptd | Liberate Learning Pty Ptd | YES | YES | YES | NO | YES | YES | YES | YES | YES | YES | NO | YES | YES | YES | YES | |
| Lightseed P/L ATF DJ Trust | All Is Light Photo & Video | YES | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | NO | YES | NO | YES | |
| Mining & Industry Communications (Aust) Pty Ltd | MICOMM | YES | YES | NO | NO | YES | YES | NO | YES | YES | YES | NO | YES | YES | NO | NO | |
| OBSIDEA Pty Ltd | OBSIDEA Pty Ltd | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | |
| Obvious Choice Pty Ltd | Obvious Choice Pty Ltd | YES | YES | NO | YES | YES | YES | YES | YES | YES | NO | NO | YES | YES | YES | NO | |
| Poncho Design Pty Ltd | Poncho eLearning | YES | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | YES | YES | NO | NO | |
| RTO Advice Group Pty. Ltd. as trustee for RTO Trust | Eduworks Resources | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | NO | |
| SKILLSACQ Pty Ltd | Simply eLearning | YES | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | YES | NO | NO | NO | |
| Synergy Group Australia Pty Ltd | Synergy Group Australia Pty Ltd | YES | YES | YES | NO | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | NO | |
| Synergy Group Australia Pty Ltd | Synergy Group Australia Pty Ltd | NO | YES | NO | NO | YES | NO | YES | YES | YES | NO | NO | NO | YES | YES | YES | |
| Three Peas Studio Pty Ltd | Three Peas Studio Pty Ltd | NO | YES | NO | NO | YES | NO | YES | YES | YES | NO | NO | NO | YES | YES | YES | |
| Synergy Group Australia Pty Ltd | Synergy Group Australia Pty Ltd | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | |
| VETNexus Pty Ltd | VETNexus Pty Ltd | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | NO | |
| Vmation Pty Ltd | Vmation Pty Ltd | YES | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | NO | NO | NO | NO | |
| VMP E-Learning Australia Pty Ltd | VMP eLearning | YES | YES | NO | NO | YES | YES | YES | YES | YES | NO | NO | YES | YES | NO | YES | |