

iiRDS Tender No. 2022-004

iiRDS Online Training

Document version: 0.1
Last changed: October 14, 2022
Authors: Susanne Lohmüller
Responsible iiRDS body: Steering Committee

Table of Contents

1	Management Summary	2
2	General Information	2
2.1	Applicable Guidelines, Rules, and Standards	2
2.2	Contact Information	2
2.3	Time Schedule	2
3	Subject Matter of the Tender	2
3.1	Services and Deliverables	2
3.2	Required Skills of the Commissioned Supplier	3
3.3	Technical Requirements	4
3.4	Estimated Time of Completion	4
3.5	Required Documentation	4
4	Project Execution	4
5	Remuneration	4
6	Application Details	4

1 Management Summary

iIRDS is developing continuously and remains an influential topic worldwide. With this in mind, and following the success of the iIRDS online training sessions in 2020 and 2021, the iIRDS Consortium wants to expand the base of capable iIRDS consultants who are able to support customers in iIRDS implementation projects. The main aim of this training, however, is to be a gateway to the world of iIRDS, enabling participants to implement iIRDS in their companies or academic staff to include iIRDS in their training. The existing standard online training will be expanded and updated based on feedback from previous years. The subject of this tender is the development of iIRDS online training for technical communicators and technical consultants with similar background knowledge.

2 General Information

2.1 Applicable Guidelines, Rules, and Standards

- iIRDS Consortium Bylaws
- iIRDS Rules and Regulations
- iIRDS version 1.1 or the latest version published at the time of contracting and development
- Moodle platform TCTrainNet for training implementation

2.2 Contact Information

Name	Organization	Phone	E-mail
Susanne Lohmüller	tekomp Deutschland e.V.	+49 711 65704-78	s.lohmuller@tekomp.de

2.3 Time Schedule

- Tender publication: September 5, 2022
- Tender submission period: September 5 – November 30, 2022
- Presentation by supplier: n/a
- Development of the training program: starting after official assignment, development between January 2023 and March 2023
- Realization of the training: training date depends on the availability of trainers and participants between April 1, 2023 – July 31, 2023

3 Subject Matter of the Tender

3.1 Services and Deliverables

The supplier shall design an online training program with about 6 topics spread over about 20 days. The training shall be split between self-study times and group meetings online to impart and test knowledge and work through exercises.

The supplier may adapt the training period based on their experience. However, the knowledge level of most of the participants should be taken into account when deciding on the gaps between sessions. The existing training material is the basis for this training, and the focus is on updating the training according to previous participants' feedback and the latest iiRDS developments. The training material was last updated in 2021. After the training in 2021, we received participant feedback including about 10 suggestions for changes. We are happy to provide the 2021 training plan as a reference upon request to the above contact person.

The deliverables are:

- Training material including exercises and use cases as well as a training plan, which shall be delivered within a time frame of 18 weeks.
- Realization of one full online training program before the end of July 2023. The online training program includes a minimum of 6 online sessions and 10 group exercises as well as 2–3 supporting online sessions. Depending on the participants' knowledge level, these would likely focus on the introduction to Protégé, working with the iiRDS metadata model and use cases.
- Support of training participants with content-related questions. During the online training period, the trainer is expected to check the training room daily and answer participant questions within 48 hours.

Training materials shall be in English. Depending on the participants, the training can be conducted in German or English.

The current training material requiring further development covers the following topics:

1. Introduction to smart content and iiRDS (use cases and scope of iiRDS)
2. The metadata model of iiRDS (RDS, metadata overview, iiRDS ontology in Protégé, etc.)
3. The iiRDS package format and iiRDS/A
4. iiRDS and other standards (iiRDS and VDI 2770)
5. Toolchain and systems for generating and processing iiRDS data
6. Use of iiRDS in companies

3.2 Required Skills of the Commissioned Supplier

In order to be applicable for the tender, the supplier is expected to have:

- Extensive knowledge of and practical experience with iiRDS acquired in customer projects
- Skills in and experience with developing and conducting training courses
- Very good writing/speaking skills in English
- Familiarity with Moodle

3.3 Technical Requirements

n/a

3.4 Estimated Time of Completion

The estimated time required for completing the tasks specified in this document is 6–8 days. It is estimated that 3–4 days are required for preparing the training and 3–4 days for conducting the training.

3.5 Required Documentation

The supplier is expected to prepare detailed written materials for the participants. Training materials shall be in English.

The supplier agrees to the further use of the written materials by the iiRDS Consortium for future training activities. The training materials can be reused in the TCTrainNet platform for other training sessions by all iiRDS Consortium members. If the training material is modified for further use, this shall be indicated in the material itself.

4 Project Execution

tekom agrees to provide the information and resources below:

- Support with administrative processes, e.g. setting up meetings and training sessions
- Provision of the necessary documents, e.g. iiRDS specification and existing training materials
- Access to the online training platform TCTrainNet and management of users and access rights for TCTrainNet for all training participants and the assigned trainers
- Issuance of certificates for the training participants and collection of feedback on training from the participants

5 Remuneration

If the two deliverables are finalized in time and according to the agreed conditions, remuneration shall be paid.

tekom shall pay the remuneration in two parts according to the two deliverables. The first part shall be paid for planning the training, the second part after conducting the training. For both deliverables, the supplier shall submit to tekom an invoice based on time and material.

6 Application Details

The tender offer shall fulfill the following requirements:

- It shall include a price quote.
- It shall fulfill the specified requirements regarding the service or product to be supplied.
- It shall be submitted in written form.
- It shall be submitted in English.
- The supplier shall bear the cost of preparing the tender offer.