

Commercial proposal form for LGfL discount - Guidance Notes



	Section	Guidance
1.	Title	<ul style="list-style-type: none"> Title of proposal
2.	Date	<ul style="list-style-type: none"> Date of proposal
3.	Proposal at a glance	<ul style="list-style-type: none"> Paragraph summary
4.	The Offer	<ul style="list-style-type: none"> What is the offer being made to LGfL? Is it a genuine discount for LGfL connected schools? Eg. how much does the product normally sell for non LGfL connected schools. Is part of the online resource being offered to LGfL as a taster for potential school customers?
5.	Curriculum reference / links / relevance	<ul style="list-style-type: none"> What parts of what curriculum does the resource support?
6.	How does product fit within the current LGfL resource offering	<ul style="list-style-type: none"> How does the product complement the existing LGfL resource offer? NB. If it offers a direct competition to an existing resource that LGfL has already invested in with a perpetuity licence – then LGfL will not promote the resource and this proposal form should not be completed.
7.	Support for EAL	<ul style="list-style-type: none"> How does the resource support children for which English is an additional language?
8.	Support for SEN	<ul style="list-style-type: none"> How does the resource support the needs of SEN children?
9.	Hosting	<ul style="list-style-type: none"> Where is the content to be hosted? On company servers or LGfL servers (Membership of LGfL access federation is required and further costing considerations may apply)
10.	Data security	<ul style="list-style-type: none"> Is the company registered at companies' house? Do you collect personal data from your website? <i>If so are staff members that have access to this data CRB checked?</i> You are registered with the Information Commission Office (ICO)
11.	Benefits to LGfL users	<ul style="list-style-type: none"> What are the benefits to <i>London</i> teachers of using your product?
12.	Is there interest in joining the LGfL Access Management Federation?	<ul style="list-style-type: none"> Shibbolethised online content can be configured to be accessed via the LGfL USO log in. Providers need to join the LGfL Access Federation for this to be possible. Providers will need to complete an application process, which includes data security requirements and other commercial elements. Further information can be found at: www.uso.lgfl.net and www.contentmanager.lgfl.net
13.	Proposal Timeframe	<ul style="list-style-type: none"> When did you envisage the resource been offered via the LGfL website?

14.	Background to the company	<ul style="list-style-type: none"> • Summary background of the company and its aims
15.	Testimonials	<ul style="list-style-type: none"> • Honest and accurate testimonials from London teachers and / or local authority advisors will increase the likelihood of the proposal being accepted. The LGfL Editorial Board may wish to contact the people mentioned to verify the accuracy of the testimonials
16.	What Sets Us Apart	<ul style="list-style-type: none"> • Evidence of why your product is the best of the market for the target audience
	Contact details	<ul style="list-style-type: none"> • Including: Name / Position / Email / Telephone / Address