Cangen Adnoddau'r Gymraeg mewn Addysg
Adran Addysg a Gwasanaethau Cyhoeddus

MANYLEB

Llywodraeth Cymru
Welsh Government

Dyfernir o dan amodau'r Fframwaith ar gyfer adnoddau Cymraeg a dwyieithog ynghyd â gwasanaethau arbenigedd cwricwlwm ac awduro

Rhif y Fframwaith: C017/2017/2018 **Rhif Contract: C002/2022/2023**

[ENGLISH VERSION BELOW]

Rhif Prosiect	2137
Teitl y Prosiect	Addasiadau Iaith Arwyddion Prydain (BSL)
Maes Dysgu a Phrofiad/Pwnc	Ieithoedd, Llythrennedd a Chyfathrebu
Ystod oedran	Cam cynnydd 1 - 3
Iaith yr adnodd	BSL, Cymraeg a Saesneg
Lot (Rhif a Teitl)	3

Dylid defnyddio'r ffurflenni cais a ddarperir gan Lywodraeth Cymru yn unig wrth gyflwyno ceisiadau

1. Nod

Darparu addasiadau yn Iaith Arwyddion Prydain (BSL) o chwedlau traddodiadol Cymru, hanesion Cymru a llyfrau fydd yn cefnogi agwedd leol, cenedlaethol a rhyngwladol y Cwricwlwm i Gymru.

2. Amcanion

Mae Llywodraeth Cymru wedi sicrhau hawlfraint i greu addasiadau BSL o'r straeon canlynol:

Rhif ISBN	Teitl	Cyhoeddwr
9781784612672	Deg Chwedl o Gymru	Y Lolfa
9781847710048	Chwedlau Chwim: Rhys a Meinir	Y Lolfa
9781847710062	Chwedlau Chwim: Dic Penderyn	Y Lolfa
9781847710079	Chwedlau Chwim: Gwylliaid Cochion Mawddwy	Y Lolfa
9781847710086	Chwedlau Chwim: Maelgwn Gwynedd	Y Lolfa
9781847712080	Chwedlau Chwim: Branwen a Bendigeidfran	Y Lolfa
9781847712097	Chwedlau Chwim: Breuddwyd Macsen	Y Lolfa
9781847712103	Chwedlau Chwim: Merched Beca	Y Lolfa
9781847712110	Chwedlau Chwim: Llyn y Fan Fach	Y Lolfa
9781847711564	Chwedlau Chwim: Twm Siôn Cati	Y Lolfa
9781847710055	Chwedlau Chwim: Cantre'r Gwaelod	Y Lolfa
9781849670234	Pedair Cainc y Mabinogi	Rily
9781849676557	Stori Blodeuwedd	Rily
9781849676564	Stori Branwen	Rily

9781849676571	Stori Pwyll	Rily
9781849676588	Stori Manawydan	Rily
9781845274979	Straeon Gorau'r Byd	Carreg Gwalch
9781845278182	Chwedl Calaffate	Carreg Gwalch
9781848511705	Santes Melangell - Llyfr Mawr yn Cynnwys CD	Gomer @ Lolfa
9781801060820	Pwyll a Rhiannon	Atebol
9781912261994	Branwen	Atebol
9781847710468	Famous Welsh Tales	Y Lolfa
9781847710208	Welsh Folk Tales in a Flash: Rhys and Meinir	Y Lolfa
9781847710215	Welsh Folk Tales in a Flash: Cantre'r Gwaelod	Y Lolfa
9781847710222	Welsh Folk Tales in a Flash: Dic Penderyn	Y Lolfa
9781847710239	Welsh Folk Tales in a Flash: Red Bandits of Mawddwy	Y Lolfa
9781847710246	Welsh Folk Tales in a Flash: Maelgwn, King of Gwynedd	Y Lolfa
9781847713582	Welsh Folk Stories	Y Lolfa
9781849674386	Four Branches of the Mabinogi, The	Rily
9781849674249	Four Branches of the Mabinogi: Story of Pwyll, The	Rily
9781849674256	Four Branches of the Mabinogi: Story of Branwen, The	Rily
9781849674362	Four Branches of the Mabinogi: Story of Manawydan, The	Rily
9781849674379	Four Branches of the Mabinogi: Story of Blodeuwedd, The	Rily
9781848514645	Gelert - A Man's Best Friend	Pont Books @ Lolfa

Bydd angen i’r cyflenwr llwyddiannus ddarparu addasiadau o’r straeon ar ffurf clipiau fideo unigol o fewn un pecyn cynhwysfawr ar Hwb.

3. Gofynion

i. Gofynion y cynnwys

- Bydd angen addasiad BSL o bob llyfr ar ffurf fideo unigol. Rydym yn edrych i ddatblygu addasiad o’r straeon a fydd yn cyfleu BSL naturiol yn hytrach na chyfieithiad neu ddehongliad llythrennol o’r straeon gwreiddiol.
- **Rhaid defnyddio cyflwynydd byddar sy’n rhugl yn BSL ac sydd â phrofiad o weithio gyda phlant a phobl ifanc i gyflwyno’r straeon o fewn y clipiau fideo.**
- **Dylai’r cyflenwr llwyddiannus gydweithio gyda’r gymuned Fyddar ac eraill gydag arbenigedd ieithyddol BSL wrth ddatblygu’r adnodd er mwyn sicrhau adnodd addas i bwrpas.**
- Bydd angen i'r fersiynau BSL adlewyrchu amrywiadau arwyddion rhanbarthol Cymru.
- Bydd angen i'r tîm sy'n datblygu'r adnoddau gynnwys unigolyn/unigolion sy'n bodloni'r gofynion cofrestru ar gyfer cyfieithu BSL (NRCPD, RBSLI, SRLPDC).
- Gellir defnyddio lluniau / delweddau o’r llyfr fel cefndir i’r fideo, nid oes angen unrhyw waith dylunio o’r newydd.
- Ni fydd angen is-deitlau fel rhan o’r adnodd yma.

- Dylid cael opsiwn ar sgrin er mwyn galluogi dysgwyr i ddewis clywed darlleniad o’r stori (ym mha bynnag iaith mae’r stori wreiddiol)

ii. Gofynion o ran fformat yr adnodd

- Bydd angen pecynnu’r fideos unigol o fewn un adnodd ar Hwb
- Dylai’r adnodd gynnwys dewislen, fel y gellir dewis stori benodol yn hytrach na gorfod mynd trwy’r adnodd o’r cychwyn i gyrraedd y stori y dymunir ei chlywed.
- Bydd modd defnyddio’r adnodd ar wahanol ddyfeisiadau digidol er mwyn eu defnyddio yn unigol, mewn grwpiau bach neu ar fwrdd gwyn rhyngweithiol.
- Bydd yr adnodd ar gael ar ochr gyhoeddus Hwb.
- Ni fydd angen graffeg / lluniau o’r newydd. Mae’r telerau hawlfraint sydd wedi eu cytuno gyda’r gweisg unigol yn cynnwys defnyddio delweddau o’r llyfrau.

Gofynion Cyffredinol

Mae’r holl ofynion, telerau ac amodau ar gyfer y contract hwn yn unol â’r Fframwaith ar gyfer adnoddau Cymraeg a dwyieithog a gwasanaethau ar gyfer arbenigedd cwricwlwm ac awduro C017/2017/2018.

4. Amserlen

Disgwylir i’r straeon fod ar gael ar Hwb erbyn Medi 2022. Pe na bai hynny’n bosib, disgwylir i gyfran o’r straeon fod ar Hwb erbyn Medi 2022, gyda’r gweddill ar gael ymhen 12 mis i ddyddiad cychwyn y cytundeb.

5. Ymateb

Wrth gyflwyno eich ymateb, gofynnir i chi:

- gwblhau’r ffurflen gais sydd wedi ei hatodi
- cynnwys eich costau ar gyfer pob agwedd o’r gwaith yn unol â’r atodlen brisio/costau gyflwynwyd wrth ymgeisio i fod ar y Fframwaith heb law am y costau hynny y gofynnwyd i chi nodi fel amcan ffioedd. **Gall cyflenwyr gyflwyno costau sydd yn is na’r hyn nodwyd fel amcan ffioedd wrth ymgeisio i fod ar y fframwaith ond ni ellir cyflwyno costau sydd yn uwch.**

Anfonwch eich ymateb drwy e-bost erbyn 26 Mai 2022 i: comisiynuTENDERcommissioning@llyw.cymru

6. Meini Prawf Gwerthuso ar gyfer Dyfarnu’r Contract

Caiff y contract ei ddyfarnu i'r cynnig sydd fwyaf manteisiol yn economaidd o safbwynt gwerth am arian a gwneir hynny ar sail y meini prawf canlynol. Maent wedi'u rhestru yn nhrefn eu pwysigrwydd, gan gynnwys y pwysoli sy'n berthnasol i bob un o'r meini prawf unigol.

Nodwch y dylai'r cynnig sy'n cael ei gyflwyno gynnwys yr holl gostau sy'n cael eu rhagweld ar gyfer cyflawni'r gwasanaeth / darparu'r nwyddau, gan gynnwys costau

Teithio a Chynhaliaeth. Gweler canllawiau CThEM (www.gov.uk) wrth i chi gyfrifo costau Teithio a Chynhaliaeth.

Meini Prawf Gwerthuso	Pwysoliad
1. Dealltwriaeth o ofynion y fanyleb* • Dangos tystiolaeth clir ac amlwg i ofynion y fanyleb •	30%
2. Pris (Rhaid ei gynnwys yn yr Atodlen Brisio amgaeedig)	30%
3. Setiau sgiliau unigolion allweddol* • Tystiolaeth o arbenigedd personél sydd ynghlwm â datblygu a chyhoeddi adnoddau addysgol • Tystiolaeth o weithio'n adeiladol gydag ymarferwyr a dysgwyr gan gynnwys y gymuned Fyddar • Gwybodaeth am y tîm o unigolion allweddol i gefnogi datblygu a chyflawni prosiectau.	25%
4. Rheoli prosiectau* Disgrifiad clir o fethodoleg rheoli prosiectau gan gynnwys • sgiliau rheoli prosiect • methodoleg risg • strwythur adborth a gweithredu • y gallu i gyrraedd a chadw at amserlen. • Sicrhau ansawdd	10%
5. Marchnata a hyrwyddo • Tystiolaeth o arbenigedd mewn marchnata a hyrwyddo adnoddau • Gwybodaeth a dealltwriaeth o'r angen am amrywiaeth o dechnegau marchnata er mwyn cyrraedd cynulleidfaoedd targed amrywiol.	5%

* Mae'n angenrheidiol i ymgeiswyr ddangos sut y byddant yn cyrraedd lefel trothwy ar gyfer pob un o'r meini prawf sydd wedi'i nodi â *. Bydd unrhyw gynnig na fydd yn cyrraedd y trothwy a nodir yn cael ei drin fel cais sydd ddim yn cydymffurfio ac yn cael ei ddiystyru o'r broses dendro ar y pwynt hynny.

7. Monitro

Rheolwyr y Contract ar gyfer y Cleient fydd:
Elliw Roberts

Rheolwr y Contract fydd y swyddog cyswllt dros gyfnod y contract. Gall gwrdd ag un o gynrychiolwyr penodedig yr ymgeisydd llwyddiannus yn ôl y galw i drafod unrhyw faterion a allai fod wedi codi wrth ddarparu'r gwasanaeth.

Os na fydd y contractwr yn cydymffurfio â'r Fanyleb, dilynir y gweithdrefnau canlynol:

- rhoi gwybod am y gŵyn a gofyniad i gydymffurfio;
- rhoi gwybod am arferion annerbyniol a/neu achosion sylweddol o fethu â chydymffurfio â Manyleb y gwasanaethau;
- cyfeirio at amodau’r contract.

8. Taliad

Bydd taliad yn cael ei wneud i'r cyflenwr (wyr) a benodwyd o fewn 30 diwrnod i dderbyn anfoneb/adroddiad o’r gwaith y cyflwynwyd a’r costau a gyflwynir yn gywir. Rhaid i'r cais am gyllid ddangos dadansoddiad llawn o'r costau sy'n cysylltu'n glir â'r dyfynbris a gyflwynwyd gan y cwmni llwyddiannus wth ymgeisio ar y Fframwaith.

Dim ond ar gyfer gweithgareddau sydd wedi cael eu cyflawni yn erbyn y prosiect y gwneir taliad, a dylid nodi hyn wrth hawlio taliad.

9. Newid i’r fanyleb

Mae'r fanyleb hon yn nodi gofynion gwasanaeth cyfredol y cleient. Mae'n bosibl, yn ystod cyfnod y contract, y bydd newidiadau, er enghraifft, i natur a swmp y gwaith a'r amserlen neu ofynion eraill yn codi.

Bydd newidiadau i'r fanyleb yn cael eu gweithredu drwy gyhoeddi diwygiadau ysgrifenedig i bawb y bydd y newidiadau yn effeithio arnynt.

Cangen Adnoddau'r Gymraeg mewn Addysg
Adran Addysg a Gwasanaethau Cyhoeddus

SPECIFICATION

Llywodraeth Cymru
Welsh Government

Awarded in accordance to the conditions of the Framework for Welsh and bilingual resources and services for curriculum expertise and authoring

Framework No: C017/20172018 **Contract No: C002/2022/2023**

Project no.	2137
Project title	Addasiadau British Sign Language adaptations
Subject/subject area	Languages, Literacy and Communication
Age range	Progression step 1 - 3
Language of resource	BSL, Welsh and English
Lot (No. & Title)	3

<u>You should only use the application forms provided by Welsh Government when submitting your application</u>

1. Aim

Provide adaptations in British Sign Language (BSL) of traditional Welsh tales, Welsh stories and books that will support the local, national and international element of Curriculum for Wales.

2. Objectives

Welsh Government has secured copyright for the production of BSL adaptations of the following story books:

Rhif ISBN	**Teitl**	**Cyhoeddwr**
9781784612672	Deg Chwedl o Gymru	Y Lolfa
9781847710048	Chwedlau Chwim: Rhys a Meinir	Y Lolfa
9781847710062	Chwedlau Chwim: Dic Penderyn	Y Lolfa
9781847710079	Chwedlau Chwim: Gwylliaid Cochion Mawddwy	Y Lolfa
9781847710086	Chwedlau Chwim: Maelgwn Gwynedd	Y Lolfa
9781847712080	Chwedlau Chwim: Branwen a Bendigeidfran	Y Lolfa
9781847712097	Chwedlau Chwim: Breuddwyd Macsen	Y Lolfa
9781847712103	Chwedlau Chwim: Merched Beca	Y Lolfa
9781847712110	Chwedlau Chwim: Llyn y Fan Fach	Y Lolfa
9781847711564	Chwedlau Chwim: Twm Siôn Cati	Y Lolfa
9781847710055	Chwedlau Chwim: Cantre'r Gwaelod	Y Lolfa
9781849670234	Pedair Cainc y Mabinogi	Rily
9781849676557	Stori Blodeuwedd	Rily
9781849676564	Stori Branwen	Rily
9781849676571	Stori Pwyll	Rily
9781849676588	Stori Manawydan	Rily
9781845274979	Straeon Gorau'r Byd	Carreg Gwalch

9781845278182	Chwedl Calaffate	Carreg Gwalch
9781848511705	Santes Melangell - Llyfr Mawr yn Cynnwys CD	Gomer @ Lolfa
9781801060820	Pwyll a Rhiannon	Atebol
9781912261994	Branwen	Atebol
9781847710468	Famous Welsh Tales	Y Lolfa
9781847710208	Welsh Folk Tales in a Flash: Rhys and Meinir	Y Lolfa
9781847710215	Welsh Folk Tales in a Flash: Cantre'r Gwaelod	Y Lolfa
9781847710222	Welsh Folk Tales in a Flash: Dic Penderyn	Y Lolfa
9781847710239	Welsh Folk Tales in a Flash: Red Bandits of Mawddwy	Y Lolfa
9781847710246	Welsh Folk Tales in a Flash: Maelgwn, King of Gwynedd	Y Lolfa
9781847713582	Welsh Folk Stories	Y Lolfa
9781849674386	Four Branches of the Mabinogi, The	Rily
9781849674249	Four Branches of the Mabinogi: Story of Pwyll, The	Rily
9781849674256	Four Branches of the Mabinogi: Story of Branwen, The	Rily
9781849674362	Four Branches of the Mabinogi: Story of Manawydan, The	Rily
9781849674379	Four Branches of the Mabinogi: Story of Blodeuwedd, The	Rily
9781848514645	Gelert - A Man's Best Friend	Pont Books @ Lolfa

The successful supplier will need to produce adaptations of the stories as individual video clips, packaged as one complete resource on Hwb.

3. Requirements

i. Content - Requirements

- A BSL adaptation of each book will be required in the form of individual videos. We are looking to develop an adaptation of the stories that will convey natural BSL rather than a translation or interpretation of the original stories.
- A deaf presenter who is fluent in BSL and has experience of working with children and young people must be used to present the stories within the video clips.
- The successful supplier should work with the Deaf community and others with BSL's linguistic expertise in developing the resource to ensure a fit for purpose resource.
- The BSL versions will need to reflect the variations of regional Welsh signage.
- The team developing the resources will need to include an individual(s) who meet the registration requirements for BSL translation (NRCPD, RBSLI, SRLPDC).
- Pictures / images from the book can be used as a backdrop to the video, there is no need for new artwork/illustration work.
- Subtitles will not be required as part of this resource.
- There should be an on-screen option to enable learners to choose to hear a reading of the story (in the stories original language)

ii. Format - Requirements

- the individual videos will need to be packages as one complete resource on Hwb

- there resource should include a menu, enabling users to select a specific story rather than having to go through the whole resource to reach the desired story
- the resource will be available to use on various digital devices for use by individuals, small groups or on an interactive whiteboard.
- The resource will be available publicly on Hwb
- There is no need for new graphics / illustrations. The copyright terms agreed with the individual publishers includes the use of original illustrations from the books.

General Requirements
The terms and conditions for this contract are in accordance with the requirements of the Framework for Welsh and bilingual resources and services for curriculum expertise and authoring C017/2017/2018.

4. Timescale

It is expected that the stories are available on Hwb by September 2022, should this not be achievable then a proportion of the stories should be available by September 2022, with all stories uploaded within 12 months of the contract start date.

5. Response

When presenting your response, you will need to:

- Complete the enclosed application form.
- Include your costs for every aspect of the work in line with the costs presented when bidding to be included on the Framework except for the costs presented as indicative fees. **Suppliers can submit costs lower in value than what was noted when bidding to be included on the Framework, however can not submit fees that are higher.**

Your response should be sent via e-mail by 26 May 2022 to:
comisiynuTENDERcommissioning@gov.wales

6. Evaluation criteria for awarding the contract

The contract will be awarded to the most economically beneficial proposal in terms of value for money, and this will be done based on the following criteria. They are listed in terms of their importance, including the weighting associated with each one of the individual criteria.

Please note that the proposal should include all anticipated costs with regard to the provision of the service/goods, including Travel and Subsistence costs. See HMRC guidelines (www.gov.uk) when calculating Travel and Subsistence costs. Simultaneous translation costs and the costs of translating the final resource should also be included as part of the project costs.

Evaluation Criteria	**Weighting**
1. Understanding of the specification requirement*	30%

• Evidence of a clear and a well demonstrated attention to the requirements of the specification •	
2. Price (include in the attached price schedule)	30%
3. Key individuals skill sets* • Evidence of expertise of key personnel in the development and publication of educational resources • Evidence of constructive working with practitioners and learners including the Deaf community • A proven track record in working constructively with practitioners and learners • Details of the team of key individuals to support the development and delivery of the projects.	25%
4. Project management* A clear description of project management methodology incorporating • project management skill set • risk methodology • delivery and reporting structure • ability to meet projects timescales. • Quality assurance	10%
5. Marketing and promotion • Provided evidence of expertise in marketing and promotion of resources • Presented knowledge and understanding of the need for a mix of marketing techniques to reach relevant target groups.	5%

Tenderers will need to demonstrate that they meet a threshold level for each of the criteria marked with a *. Any bids not meeting any of the stated thresholds will be treated as non-compliant and will be excluded from the tender process at that point.

7. Monitoring

The Contract Manager for the Client will be:
Elliw Roberts

The Contract Manager will be the point of contact during the course of the contract. He/she may meet any of the successful applicant's designated representatives as required to discuss any matters that may arise during service provision.

If the contractor fails to comply with the Specification, the following procedure will be followed:

- notification of complaint and requirement to comply;
- notification of unacceptable practices and/or substantial issues of non-compliance with the Specification for the services;
- reference to the conditions of the contract.

8. Payment

A payment will be made to the supplier(s) appointed within 30 days of receipt of an appropriately submitted invoice. Invoices must show a full breakdown of costs that are clearly identifiable with the quotation submitted by the successful company.

Payment will only be made for activities completed as part of the project, and this should be noted on the submitted invoice.

9. Changes to the Specification

This specification sets out the current service requirement for the client. During the contract period, there may be changed made, for example, with regard to the nature and volume of the work and the timescale or other requirements that may arise.

Changes to the specification will be implemented by issuing written amendments to all those affected by the changes.