



INVITATION TO TENDER: Board Engagement Delivery Partners (Information Management)

1. INTRODUCTION

- 1.1 The National Archives ("TNA") is a non-ministerial government department and a non-ministerial department within the Department for Culture, Media and Sport.
- 1.2 The Information Assurance and Risk (IA&R) function sits within the Information Management Department. It is responsible for providing training and awareness raising to government in the areas of Information Assurance and Cyber Security. It forms part of TNA's wider expert offering including Information Management Assessments and Information Management Consultancy.

2 BACKGROUND INFORMATION ON THE NATIONAL ARCHIVES

- 2.1 Over the last five years the Cabinet Office sponsored Information Assurance and Cyber Security Engagement Programme (IACSEP) delivered vital training to 13 ministerial departments, 76 central government arm's-length bodies and other agencies, and 31 local government bodies. The programme was also responsible for organising management board briefings across the public sector. Since April 2016 these activities have been funded directly by TNA and now sit within the IA&R function.
- 2.2 A copy of TNA's last published report and accounts can be found here: <http://www.nationalarchives.gov.uk/about/our-performance.htm>
- 2.3 Further information about TNA's role, its plans, policies, performance and projects can be found on its website here: <http://www.nationalarchives.gov.uk/about/plans-policies-performance-projects.htm>

3 AIMS AND OBJECTIVES OF THE CONTRACT

- 3.1 The National Archives requires a number of delivery partners with experience in a senior management role to provide briefings for management boards within central government departments and their arms-length bodies. We expect to appoint between 6 and 10 suppliers. The briefings will be mostly London based, however there will also be sessions in other parts of the UK.
- 3.2 The proposed period of the initial appointment is from 17th October 2016 to 16th October 2017, with the option to extend for up to two further periods of up to 12 months each.
- 3.3 It is expected that each appointed supplier will be required on average 5 - 6 times per year. However, we make no minimum commitment to how frequently we will use the service.
- 3.4 The appointed supplier will work with the IA&R function and other stakeholders to develop and deliver engaging and informative briefings for boards of government departments and their arms-length bodies.
- 3.5 When a board briefing is booked by a department the IA&R function will work with the organisations to identify which supplier would be best suited to deliver the briefing. This decision is based on factors such as the organisational culture and challenges they are facing at the time of the session.

4 STATEMENT OF REQUIREMENTS

4.1 The National Archives will select the successful Supplier(s) by following the procurement process specified in **Section 5** of this document and by applying the evaluation criteria specified in **Section 6** of this document.

4.2 Please respond to this Invitation to Tender by supplying the following information:

4.2.1 *Evidence of the specialist knowledge, skills and expertise required to deliver this contract, as detailed in Annex A. Please provide this in the form of a CV.*

4.2.2 *A complete cost outline for the professional services which you are able to provide, inclusive of all expenses, including travel. Please provide separate rates for each of the following scenarios:*

- *One 30-45 minute briefing*
- *½ day either briefing or participating in a relevant engagement event*
- *Full day either briefing or participating in a relevant engagement event*

5 PROCUREMENT PROCESS

5.1 Questions about this tender must only be submitted to procurement@nationalarchives.gsi.gov.uk by midday on 21st September 2016. Tender responses must be submitted to procurement@nationalarchives.gsi.gov.uk by midday on 30th September 2016. Please ensure that you include 'Board Engagement Delivery Partners (Information Management)' in the subject line of your email.

5.2 The indicative procurement timetable is as follows:

Date(s)	Description
5 th September 2016	Invitation to Tender submitted to suppliers
Midday, 21 st September 2016	Deadline for receipt of clarification questions from suppliers
23 rd September 2016	Deadline for TNA to provide responses to all clarification questions
Midday, 30th September 2016	Deadline for submission of tender responses by suppliers
3 rd -4 th October 2016	Tender responses evaluated and successful suppliers selected
6th October 2016	TNA provides feedback to unsuccessful suppliers
17th October 2016	Contract period with appointed supplier begins

6 EVALUATION CRITERIA

Evaluation Category	Category Weighting	Evaluation Criteria
Quality	70%	Scoring of Supplier's response to section 4.2.1
Cost	30%	Scoring of Supplier's response to section 4.2.2

Quality Evaluation Criteria (Response to Section 4)	
10 Points - Outstanding	
<ul style="list-style-type: none">Supplier has provided a response that addresses all parts of the requirement	

<ul style="list-style-type: none"> • Supplier has provided evidence to support all elements of their response. The evidence supplied is convincing and highly relevant to TNA's requirement • Supplier's response is clear and easy to understand
7 Points – Very Good
<ul style="list-style-type: none"> • Supplier has provided a response that addresses all parts of the requirement • Supplier has provided evidence to support most parts of their response. The evidence that is supplied is good and relevant to TNA's requirement • Supplier's response is clear and easy to understand
5 Points – Average
<ul style="list-style-type: none"> • Supplier has provided a response that addresses most parts of the requirement • Supplier has evidence to support most parts of their response. The evidence that is supplied has some relevance to TNA's requirement • Supplier's response is clear and easy to understand
3 Points – Below Average
<ul style="list-style-type: none"> • Supplier has provided a response that addresses some parts of the requirement • Supplier has evidence to support some parts of their response but not all. The evidence that is supplied is weak or not always relevant to TNA's requirement • Supplier's response is not always clear and easy to understand
1 Point - Poor
<ul style="list-style-type: none"> • Supplier has provided a response that fails to address most parts of the requirement • Supplier has little or no evidence to support most of their response. The evidence that is supplied is very weak or has little, or no, relevance to TNA's requirement • Supplier's response is not always clear and easy to understand

7 TERMS AND CONDITIONS

7.1 The call-off contract will be subject to The National Archives' standard terms and conditions [of contract for services](#). Additionally, the following clauses will apply:

7.2 The supplier shall take appropriate steps to ensure that neither the supplier nor any staff is placed in a position where, in the reasonable opinion of The National Archives, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the supplier and the duties owed to The National Archives under the provisions of the contract. The supplier will disclose to The National Archives full particulars of any such conflict of interest which may arise.

7.3 The National Archives reserves the right to terminate the contract immediately by notice in writing and/or to take such other steps it deems necessary where, in the reasonable opinion of The National Archives, there is or may be an actual conflict, or a potential conflict, between the pecuniary or personal interests of the Contractor and the duties owed to The National Archives under the provisions of the supplier. The actions of The National Archives pursuant to this clause shall not prejudice or affect any right of action or remedy which shall have accrued or shall thereafter accrue to The National Archives.

ANNEX A – Person Specification

Essential Competencies

- Experience in a senior management role (NED, SIRO, Board Member etc.) within government
- Demonstrable experience in one or more of the following fields
 - Information Assurance
 - Cyber Security
 - Information Management
 - Risk Management
- Ability to communicate topics clearly and concisely with senior individuals from a range of organisations and professional backgrounds
- Ability to identify the Information Security needs of an organisation with support from professionals within TNA and wider central government

Desirable competencies

- Experience in delivering presentations to large audiences in the above fields
- Experience of working in the above fields across a range of organisations in both the public and private sectors
- Willing to undertake occasional travel and overnight stays