

THE NATIONAL ARCHIVES

SCOPING THE REMIT, STAFFING AND STRUCTURE OF A FUNDING AND DEVELOPMENT OFFICE AT THE NATIONAL ARCHIVES

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 7 OCTOBER 2019

1 BACKGROUND

- 1.1 The National Archives (TNA) is the official archive of the UK government and for England and Wales, making available to the public a vast collection of historical records dating back over 1,000 years. TNA is also an Independent Research Organisation (IRO) and research is at the heart of what we do, both to address the challenges and opportunities of digital, but also to research into the intellectual and material content of our historical records in order to enhance access to our collections. More information on TNA can be found at www.nationalarchives.gov.uk.
- 1.2 TNA's Research and Collections Directorate leads on academic research co-ordination and research funding on behalf of TNA. One of the priorities of Research and Collections is to shape a programme of world-class academic research, and seek funding in order to support the delivery of our ambitions. TNA also seeks funding to support the wider archives sector and for our education and other work, and is planning to set up a Trust which will fundraise on its behalf. It is envisaged that the Funding and Development Office would work alongside the Trust.
- 1.3 We wish to make our applications for funding more strategic, planned and coherent, and are therefore thinking about creating a Funding and Development Office within TNA. We have concluded that we do not currently have the skills and expertise to support a decision as to whether this would be useful, and if so, how it should be structured and staffed, and what its remit should be.
- 1.4 As a result, TNA is inviting bids to research its needs in this area, and to write a report making recommendations about how those needs should best be addressed. Written in plain English, the report will use desk research and interviews with internal and external colleagues to identify key issues, and make recommendations.

2 PROJECT SPECIFICATION

- 2.1 The successful supplier will research, write and deliver a report for TNA, encompassing the following:
- Assess the challenges and needs of funding and development offices focussing in particular on academic research and grants funding
 - Provide a brief overview of the funding arrangements in other IROs and cultural heritage institutions
 - Research and assess TNA's current approach to funding co-ordination and management. encompassing interviews with key staff within TNA, and drawing on internal documentation and strategies
 - Identify the key challenges facing TNA in terms of organising and implementing its funding strategies
 - Assess how well equipped TNA is in terms of current resources and skills to address those needs and wants
 - Provide recommendations as to how TNA funding applications and management should be structured, organised and staffed.
- 2.2 For clarity, this review is not about philanthropic or legacy funding, membership schemes or individual donors. Instead, its focus is more on academic and research grant funding. The report will answer the following key questions:
- What are the issues and challenges currently facing TNA and the way it currently approaches funding?
 - How can TNA improve?
 - What structures, processes, governance and management would you recommend that TNA introduce, and why?
- 2.3 The work must be completed by mid-January 2020 (a firm date will be set with the Appointed Supplier).
- 2.4 The maximum available budget for this project is £20,000.

3 HOW TO RESPOND

- 3.1 It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion. However please ensure your Tender Response:
- 3.1.1 clearly describes how **you would meet the requirements** described in the Project Specification; or proposes an alternative approach.
 - 3.1.2 identifies, if necessary, how and why you would **prioritise** certain areas of the brief or take a different direction;
 - 3.1.3 provides **relevant evidence** of your research experience and expertise, including details of relevant projects successfully completed in the past 2 years, and details of work with the academic sector and/or Independent Research Organisations;
 - 3.1.4 provides one **reference** covering recent work in a similar area;
 - 3.1.5 includes your **total contract price**, which must be inclusive of all travel and other expenses (please note Section 2.3 above).
- 3.2 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm (UK time) on 23 September 2019**.
- 3.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 7 October 2019**.

4 EVALUATION CRITERIA

4.1 Your Tender Response will be evaluated using the following criteria:

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Quality (your Tender Response)	10	6	60
Price	10	4	40

4.2 Based on these scores, we envisage shortlisting a maximum of 5 Potential Suppliers to be invited for interview. After those interviews, those invited Potential Suppliers will then be re-scored, as above, but taking the interview into account as part of the overall Quality category.

4.3 Price scores will be based on a comparison between each Potential Supplier's price offer, based on the percentage difference from the lowest bid price. The lowest offered price will receive the maximum pre-weighted score of 10 points, a price which is 20% higher will receive a score of 8 (ie the maximum score minus 20%).

4.4 The Quality category will be evaluated according to the table below:

10 Points	Outstanding: • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support all elements of their response • The evidence supplied is convincing and highly relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches which add significant value to the project.
7 Points	Good: • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support most elements of their response • The evidence supplied is good and relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches which may add some value to the project
4 Points	Average: • Potential Supplier has provided a response that addresses some parts of the requirement • Potential Supplier has provided evidence to support some elements of their response, but not all

	• The evidence supplied has some limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches, and/or has failed to demonstrate any value added to the project.
1 Point	Poor: • Potential Supplier has provided a response that fails to address most parts of the requirement • Potential Supplier has provided little or no evidence to support most elements of their response • The evidence supplied is very weak and has very limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches, and/or has failed to demonstrate any value added to the project.

5 PROCUREMENT TIMETABLE

5.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk *	5pm 23 September 2019
2	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm 7 October 2019
3	Timebox for evaluation of Tender Responses, including shortlisting for interview stage	8-11 October 2019
4	Timebox for interviews	Week commencing 14 October 2019
6	Contract award	Week commencing 21 October 2019
7	Project completion	Mid-January 2020

* Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers.

6 CONTRACT TERMS

- 6.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- 6.2 TNA reserves the right not to award and to complete its objectives through other means.