



## **THE NATIONAL ARCHIVES**

**EXPERIENCED RESEARCH ASSISTANT, SPECIALIST IN MEDIEVAL LATIN**

**INVITATION TO TENDER – OPEN COMPETITION**

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 19 MAY 2021**

### **1 ABOUT US**

- 1.1 The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales. We are the guardians of some of our most iconic national documents, dating back over 1,000 years. We are an accredited archive service.
- 1.2 Our 21st-century role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible.
- 1.3 The Collections Expertise and Engagement department (CEE) provides both expert knowledge of the records of The National Archives and advice on how to access and interpret them.

## **2 PURPOSE AND BACKGROUND**

- 2.1 The purpose of this procurement is to appoint an experienced research assistant and specialist in medieval Latin to calendar the Great Cowcher Books (2,433 numbered charters and additional forest plea material) by entering data into an Excel spreadsheet already devised by TNA's Cataloguing, Taxonomy and Data Team, undertaking person and place-name identification, dating analysis, and cross-referencing to copies of original single-sheet charters at TNA.
- 2.2 The Great Cowcher Books of the Duchy of Lancaster (TNA, DL 42/1-2) are some of the greatest treasures deposited with TNA. They are perhaps second only to Domesday Book in their importance as a record of medieval landholding and lordship across many counties of England and Wales. Equally, the books are compiled using high-quality materials and display draughtsmanship of the highest order. Yet both their beauty as objects and the richness and importance of their content to researchers remain under-appreciated. The guiding principle of this project is to change that and so democratize their contents, and provide a platform upon which future funding activities can be built.
- 2.3 There are no modern English translations of the Great Cowcher Books
- 2.4 The aim of the overall project is to democratize the contents of the Great Cowcher Books by making them accessible, for the first time in their history, to the general public, to genealogists, to local, family and community researchers, to students of history, to regional archaeological and historical societies, and to museum and heritage professionals, by producing an English calendar of the deeds contained within the Great Cowcher Books. The calendar will be uploaded to and made accessible via Discovery, TNA's online catalogue, so that its contents can be accessed by researchers for free around the world.
- 2.5 The project is funded by the Friends of The National Archives and the contract length will be 34 weeks (calculated as 1,186 hours of work from 1 June 2021, equivalent to 34 weeks, based on 7-hour days).
- 2.6 Some of the work must be carried out at TNA's premises (Kew, Richmond, Surrey TW9 4DU). Due to the nature of the work, remote working is not possible for this contract. TNA has measures in place to mitigate COVID risk, which you can find [here](#).

### 3 HOW TO RESPOND

- 3.1 If you have any clarification questions related to your Tender Response, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **12 noon (UK time) on 14 May 2021**.
- 3.2 Please submit your Tender Response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **12 noon (UK time) on 19 May 2021**.
- 3.3 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 includes as a minimum:
  - 3.3.1 **Confirmation** of your availability to work from 1 June 2021 (latest start date) until 31 January 2022 (earliest finish date);
  - 3.3.2 **Confirmation** that you are content to carry out work, as necessary, at TNA's premises;
  - 3.3.3 Details of your prior **experience** of conducting research of this type;
  - 3.3.4 Details of your **experience and/or qualifications** relating to medieval Latin;
  - 3.3.5 Your proposed **hourly rate**, exclusive of VAT but including travel and any other expenses. Please advise us if you do not charge VAT.

## 4 EVALUATION CRITERIA

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

Confirmation of work dates	Pass/Fail
Confirmation of work place	Pass/Fail
Quality - Experience of similar research	35%
Quality - Experience/qualification(s) in medieval Latin	35%
Price - Hourly rate	30%

4.2 Price scores will be based on a comparison between each Potential Suppliers' 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%).

4.3 Other categories will be evaluated according to the table below:

<b>10 Points</b>	<b>Outstanding:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support all elements of their response</li><li>• The evidence supplied is convincing and highly relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li></ul>
<b>7 Points</b>	<b>Good:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support most elements of their response</li><li>• The evidence supplied is good and relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li></ul>
<b>4 Points</b>	<b>Average:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses some parts of the requirement</li><li>• Potential Supplier has provided evidence to support some elements of their response, but not all</li><li>• The evidence supplied has some limited relevance to the requirement</li><li>• Potential Supplier's response is not always clear and easy to understand</li></ul>

	<ul style="list-style-type: none"> <li>• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>
<b>1 Point</b>	<p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>• Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>• The evidence supplied is very weak and has very limited relevance to the requirement</li> <li>• Potential Supplier's response is not always clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li> </ul>

- 5.4 Following this evaluation, TNA may wish to ask a maximum of three Potential Suppliers for interview. The interview will then be considered among the other Quality elements when making a contract award decision.

## 5 PROCUREMENT TIMETABLE

5.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	11 May 2021
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	12 noon 14 May 2021
3	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	12 noon 19 May 2021

\* *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.