

**CLOSING DATE FOR SUBMISSIONS – 12 NOON (UK TIME), 4 JUNE 2021**

**CLARIFICATION QUESTIONS AND RESPONSES**

The National Archives has received a number of clarification questions relating to this opportunity. Those questions, and their associated responses, can be found below.

Q1: *Do you currently utilise any inclusive/diversity sites – if so could you advise which ones.*

A1: Not presently but we are interested in working with Verdica.

Q2: *Do you currently have an ATS system which allows full trackable data on media effectiveness.*

A2: The CS jobs system is our ATS but does not have easily accessible trackable data.

Q3: *Are you in a position to share your most recent brand guidelines with us.*

A3: Please see a separate attachment. The brand book is still in development. The appointed supplier will have access to the appropriate department at The National Archives if they have any practical questions about applying the guidelines.

Q4: *Please also clarify if the budget of £5,000 is for all posts combined or individually and where possible advise the salaries on the two posts where no salary has been shown. (At the very end of Section 8**FREQUENTLY ASKED QUESTIONS & ANSWERS we have shared with you recent examples of varied job titles and job descriptions.* ***Please describe where you would advertise these with a budget of £5,000)****.*

A4: £5k would be for one campaign for 1 role. The salary for the Digital Project Officer post is £27,223 and for the Senior IT Infrastructure Engineer £37,500 - £41,500.

Q5: *I have gone through the ITT and was hoping to gain some clarity as to how support could best be provided. For context we currently provide several Public Sector bodies with Recruitment strategy and marketing Consultancy, and was trying to ascertain as to whether this is something the National Archives would be looking for from this tender? I appreciate given procurement policy there is limited information or guidance that can be provided but was just interested in any further information we could be provided with.*

A5: We wouldn’t be looking for any strategy or consultancy input. We’re purely looking for advice and advertising for individual campaigns.