

# INVITATION TO TENDER – CONTINGENT RECRUITMENT SERVICES CONTRACT

## CLOSING DATE FOR RESPONSES – JULY 14<sup>TH</sup>, 2021

### 1. OBJECTIVE

- 1.1 The objective of this tender exercise is to source a single supplier to deliver contingent recruitment services to The National Archives, for a specific number of on-payroll Digital Posts during a specific period of time.

### 2. BACKGROUND

- 2.1 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.
- 2.2 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.
- 2.3 The National Archives' business plan, [Archives For Everyone](#), commits us to lead the archives sector to fulfil the vision set out in the strategic vision for archives, [Archives Unlocked](#), promoting our shared values of trust, enrichment and openness. It also sets out our aim to lead the world in reimagining archival practice for the 21st century, pioneering new and ethical approaches to appraisal and selection, description, digital preservation and access.
- 2.4 During the 2021/2022 business year, a significant area of focus for TNA is delivering a programme to expand and secure our Digital Archiving Infrastructure and systems. This means that we have to rapidly increase our Digital skills capability and expand our Digital Archiving and Digital Services teams.
- 2.5 The National Archives employs approximately 550 staff at its site in Kew, West London, just 10 minutes' walk from the Overground and Underground stations. We offer an excellent range of benefits, which includes an opportunity to join the Civil Service Pension Scheme along with flexible working, discounts with local businesses, wellbeing resources (e.g. on-site therapists), an on-site gym, subsidised staff restaurant, shop and staff bar. (All subject to current Covid restrictions.)

### 3. THE REQUIREMENT

- 3.1 The maximum number of roles that we intend to recruit via this contract is fifteen. The types of roles are described in Appendix A to this ITT, along with proposed salary ranges for each. **Please contact [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) to request Appendix A.**
- 3.2 Our intention is for recruitment to be undertaken in order of priority (exact order to be advised), until the maximum number of 15 roles are filled. There may be multiple positions to be filled for some roles, depending on the needs of hiring managers at TNA. It is equally

possible that some roles on the list will be de-prioritised or not recruited if others are filled.

- 3.3 We require a recruitment service that will attract a diverse audience to these roles, advertising openly and actively sourcing suitable candidates.
- 3.4 The service will also need to address the particular challenges we face regarding salary levels in comparison to the private sector.
- 3.5 We require the supplier to pre-screen applications (long-listing) to ensure they meet all the relevant criteria. Hiring managers at TNA will be responsible for shortlisting candidates and will conduct interviews.

#### **4. ADDITIONAL INFORMATION FOR POTENTIAL SUPPLIERS**

- 4.1 TNA recognises the benefits of innovative solutions in meeting its objectives and potential suppliers are encouraged to demonstrate their commitment to deliver innovation within their tender responses.

#### **5. SOCIAL VALUE**

- 5.1 Social value is an important consideration for TNA in contracts of this type and scale. For this particular contract, our social value interests relate to the stated government policy outcome of 'creating new businesses, new jobs and new skills'. To that end, we require all bidders to describe in their tender responses how they will demonstrate, through this contract, the following:

*a) an understanding of current skills and employment issues as they relate to this contract, b) how they will implement recruitment practices that will attract good candidates from all backgrounds, minimise turnover of staff and improve productivity, and c) how they will support the creation of employment opportunities for those who face barriers to employment and/or for people in industries with known skills shortages or in high growth sectors.*

#### **6. HOW TO RESPOND**

- 6.1 Please submit your tender response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by Midday, July 14<sup>th</sup> 2021. Your tender response must comprise the following:
- 6.2 **A comprehensive description of your proposed service offering.** It is for potential suppliers to determine what format this description should take so as to describe their offering in a clear, comprehensive and unambiguous fashion. However, please ensure that within this description you specify as a minimum:
  - What services you will provide, and how;
  - What experience you have in providing recruitment services for the types of Digital roles specified;
  - How you will ensure that the right types of candidates are reached;
  - How your proposed approach will promote open and diverse recruitment;

- A narrative summarising the current marketplace for the roles described, what challenges you believe we may face in recruiting into them, and how you propose that those challenges are best addressed;
- The skills of the proposed key staff who will be involved in the delivery of the contract;
- What sub-contracting arrangements (if any) you will put in place;
- What standards you will adhere to;
- What assumptions (if any) you have made in preparing your tender response;

6.3 **A description of how, in the delivery of the contract, you will meet the Social Value objectives described in Section 5 of this ITT.**

6.4 **Your proposed terms of business.**

## 7. EVALUATION CRITERIA

7.1 Tender responses will be evaluated as follows:

Category	Maximum Available Unweighted Score	Weighting	Maximum Available Weighted Score
<b>Quality</b> (Response to Section 6.2 of this ITT)	10	6	60
<b>Social Value</b> (Response to Section 6.3 of this ITT)	4	2.5	10
<b>Terms of Business</b> (Response to Section 6.4 of this ITT)	10	3	30
<b>Totals</b>			<b>100</b>

7.2 Criteria used to evaluate the Quality category will be as follows:

<b>10 Points</b>	<p><b>Outstanding:</b></p> <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>	<p><b>Good:</b></p>

	<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>	<p><b>Average:</b></p> <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> <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>

7.3 Criteria used to evaluate the Social Value category will be as follows:

<b>4 Points</b>	<p><b>Excellent:</b></p> <p>The response exceeds what is expected for the criteria. Leaves no doubt as to the capability and commitment to deliver what is required. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Very good understanding of the requirements</li> <li>• Excellent proposals demonstrated through relevant evidence</li> <li>• Considerable insight into the relevant issues</li> <li>• The response is also likely to propose additional value in several respects above that expected</li> <li>• The response addresses the social value policy outcome and also shows in-depth market experience</li> </ul>
<b>3 Points</b>	<p><b>Very Good:</b></p> <p>The response meets the required standard in all material respects. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p>

	<ul style="list-style-type: none"> <li>• Good understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant evidence</li> <li>• Some insight demonstrated into the relevant issues</li> <li>• The response addresses the social value policy outcome and also shows good market experience.</li> </ul>
<b>2 Points</b>	<p><b>Good:</b> The response broadly meets what is expected for the criteria. There are no significant areas of concern, although there may be limited minor issues that need further exploration or attention later in the procurement process. The response therefore shows:</p> <ul style="list-style-type: none"> <li>• Good understanding of the requirements</li> <li>• Sufficient competence demonstrated through relevant evidence</li> <li>• Some insight demonstrated into the relevant issues</li> <li>• The response addresses most of the social value policy outcome and also shows general market experience.</li> </ul>
<b>1 Point</b>	<p><b>Poor:</b> The response meets elements of the requirement but gives concern in a number of significant areas. There are reservations because of one or all of the following:</p> <ul style="list-style-type: none"> <li>• There is at least one significant issue needing considerable attention</li> <li>• Proposals do not demonstrate competence or understanding</li> <li>• The response is light on detail and unconvincing</li> <li>• The response makes no reference to the applicable sector but shows some general market experience</li> <li>• The response makes limited reference (naming only) to the social value policy outcome set out within the invitation.</li> </ul>
<b>0 Points</b>	<p><b>Fail:</b></p> <ul style="list-style-type: none"> <li>• The response completely fails to meet the required standard or does not provide a proposal.</li> </ul>

7.4 Please note that TNA intends to shortlist a maximum of three potential suppliers once the tender submissions have been evaluated. These potential suppliers will then be interviewed, after which a final award decision will be made.

## 8. PROCUREMENT TIMETABLE

<b>Publication of ITT</b>	June 14 <sup>th</sup> , 2021
<b>Deadline for Submission of Clarification Questions</b>	Midday, June 25 <sup>th</sup> , 2021
<b>Deadline for Submission of Tender Responses</b>	Midday, July 14 <sup>th</sup> , 2021
<b>Supplier Shortlisting Completed</b>	By July 21 <sup>st</sup> , 2021
<b>Timebox for Shortlisted Supplier Meetings</b>	w/c July 26 <sup>th</sup> , 2021
<b>Contract Award Notification</b>	July 30 <sup>th</sup> , 2021

<b>End of Mandatory Standstill Period</b>	August 9 <sup>th</sup> , 2021
<b>Anticipated Contract Start Date</b>	w/c August 9 <sup>th</sup> , 2021