



INVITATION TO TENDER

PEER MENTORING FOR DIGITAL DEVELOPMENT

CLOSING DATE FOR RESPONSES – 12 NOON, 22 NOVEMBER 2019

1. INTRODUCTION

- 1.1 This invitation to tender specifies the requirements for the facilitation of a peer mentoring programme to enable a transfer of digital skills from a cohort of experienced archive professionals to those with less experience of digital work.
- 1.2 The following further details are outlined in this document:
 - The service to be provided
 - The information to be provided by potential suppliers
 - The terms of business relating to the award of any contract
 - Anticipated timetable for the programme
- 1.3 The maximum available budget for this project is £25,000, excluding VAT but including all other expenses.

2. BACKGROUND

Organisation

- 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 We are also responsible for leadership of the archives sector in England, framed by the strategic vision for archives [Archives Unlocked](#). Our approach to the leadership role is a collaborative one, supporting partnership working to encourage a sustainable and innovative archives sector. The digital agenda is a central theme of *Archives Unlocked*. Digital technology has fundamentally changed what it means to be an archive and digital skills underpin much modern archival work. However we have considerable evidence, most recently a large scale sector survey carried out with JISC, that only around a third of archives professionals feel they have sufficient digital skills to meet their organisation's needs. The sector cannot progress key digital priorities (preservation, access and engagement) essential to the operation of a modern archive without improved ability in practical digital work.

Digital capacity building in the archives sector

- 2.4 Confident digital management is the biggest challenge facing archives today because it puts both the integrity of the record and their long term organisational sustainability at risk. Archive professionals at all levels lack the confidence to make the digital case they need to make, whether at a high strategic level or at a practitioner level. And yet at the same time we see digital excellence manifested in all parts of the sector, from business and charity archives to university to local archives. These much needed skills simply need further dispersal. We aim to achieve this by inviting archive professionals with experience in digital work to share their expertise widely and digitally mature organisations to support those at a lower level of maturity. TNA will lead by example.
- 2.5 This is one workstream of a wider programme of digital development for the archives sector. Other workstreams include:
 - The running of a programme of taught sessions covering the practical skills needed for digital preservation ('Archives School')
 - A set of high level workflows, taking archivists through approaches to common digital preservation challenges
 - A set of detailed step-by-step guides to common digital preservation tools and tasks ('Novice to Ninja')
 - Grants to support particular kinds of digital activity
 - Digital Archive Learning Exchange (DALE) - A new network of archive professionals engaged in digital work with periodic meetings.

- 2.6 This workstream is wider than most of these other workstreams because it could focus on any area of digital activity (preservation, access or engagement – or some combination) rather than being based around a single strand.

Goals

- 2.7 The National Archives seeks to develop and deliver a programme of skills transfer in the archives sector. The project aims to use a peer mentoring model in order to:
- Build relationships between confident digital practitioner mentors and mentee archives professionals who have limited experience of digital work.
 - Encourage mentees to make concrete progress on a specific piece of digital work within their institutions that they feel develops their individual and organisation digital capacity.
 - Support mentees in undertaking the internal negotiation and advocacy necessary to make progress on digital projects.
 - Develop the coaching/mentoring skills of mentors.

3. OBJECTIVES, DELIVERABLES AND MILESTONES

Objectives

3.1 The project will achieve this through:

- Identifying a set of mentors and mentees to participate in an initial iteration of the programme
- Creating guidance and documentation to support them through the mentoring experience (expected to cover six months from March to September 2020)
- Running training for mentors and a kick-off event for the pairs
- Evaluation of the experiences of this first cohort

Deliverables

3.2 The appointed supplier will:

- Work with The National Archives to refine our approach to the programme
- Run a mentee/mentor application and matching process (with some administrative support from The National Archives)
- Deliver a day of mentoring training on site at The National Archives, Kew on a date to be mutually agreed
- Produce project formulation guidance ('what makes a good project?') and mentoring agreement documents
- Produce mentor and mentee information material to support participants on the programme
- Run a day 'kick-off event' in March 2020 with mentors and mentees
- Produce a framework and instruments for evaluating the programme, to be used by The National Archives for this and future versions of the scheme.

Project Milestones

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|---|---|-----------------------------------|
| 1 | Project initiation | w/c 2 December 2019 |
| 2 | Discuss, develop and finalise programme structure | w/c 13 th January 2020 |
| 3 | Draft participant guidance for comment | January 2020 |
| 4 | Mentor recruitment | January 2020 |
| 5 | Mentor training day | February 2020 |
| 6 | Kick-off event for mentor/mentee pairs | March 2020 |

4. HOW TO RESPOND

- 4.1 If you have any clarification questions related to this requirement, please submit these to procurement@nationalarchives.gov.uk by 5pm, 6 November 2019.
- 4.2 Please respond by submitting your proposal to procurement@nationalarchives.gov.uk by 12 noon, 22 November 2019.
- 4.3 It is for you to determine what format your tender submission should take, however please make sure you address **as a minimum** the following:
- 4.4 Your **understanding** of the brief
- 4.5 Your **team** composition and management structure, and the team's **experience** in relation to facilitation, mentoring and delivering learning
- 4.6 Your proposed **methodology** for delivering our requirements
- 4.7 Your **contract price**, excluding VAT but including all other taxes and charges, such as travel and subsistence costs.

5. EVALUATION CRITERIA

5.1 Tender submissions will be evaluated using the following criteria:

| Evaluation Criteria | Maximum available unweighted score | Weighting | Maximum available weighted score |
|-------------------------------|------------------------------------|-----------|----------------------------------|
| Quality (sections 4.4 to 4.6) | 10 | 8 | 80 |
| Price (section 4.7) | 10 | 2 | 20 |

5.2 The Quality categories listed above will be scored using the following criteria:

| | |
|------------------|---|
| 10 Points | Outstanding: <ul style="list-style-type: none"> 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 that add significant value to the project. |
| 7 Points | Good: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 |

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| | <ul style="list-style-type: none"> • 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. |
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- 5.3 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 (i.e. the maximum score minus 20%).
- 5.4 Subsequent to this evaluation, TNA reserves the right to shortlist an envisaged maximum of 3 potential suppliers to be invited for interview. Following those interviews, shortlisted suppliers' proposals will be re-evaluated taking those interviews into account. We additionally reserve the right to ask shortlisted suppliers to provide references at this stage, again which will be taken into account for re-evaluation.

6. PROCUREMENT TIMETABLE

| Ref. | Description | Date(s) |
|------|--|-----------------------------|
| 1 | Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk | 5pm 06 November 2019 |
| 2 | Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk | 12 noon 22 November 2019 |
| 3 | Timebox for evaluation of Tender Responses, including potential shortlisting for interview | 25-27 November 2019 |
| 4 | Timebox for interviews (please ensure you can be available) | 29 November 2019 |
| 5 | Contract award | 2 December 2019 |
| 6 | Project completion | 31 March 2020 |

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

7. CONTRACT TERMS

- 7.1 The Contract shall be awarded subject to our standard terms and conditions, which can be found [here](#).
- 7.2 The National Archives reserves the right not to appoint for this requirement and to achieve the outcomes of the project through other methods.