**Guide to collaboration between the archive and higher education sectors: refresh**

**The National Archives Invitation to Tender**

**Title**: Providing a refreshed version of The National Archives’ Guide to collaboration between the archive and higher education sectors which was originally co-commissioned with Research Libraries UK (RLUK)

This second revision is being undertaken in partnership with History UK. For the avoidance of doubt, this guidance will be commissioned and managed by The National Archives, with whom the successful contractor will enter into agreement.

**Deadline for questions of clarification:** Thursday 30th November 2018: 12pm

**Send to:** caroline.sampson@nationalarchives.gsi.gov.uk

**Deadline for receipt of tender proposals**: 3rd January 2018: 12pm

**Return to:** caroline.sampson@nationalarchives.gsi.gov.uk

**1. INTRODUCTION**

This invitation to tender specifies the requirements for the provision of a refreshed version of The National Archives’ *Guide to collaboration between the archive and higher education sectors* which was originally co-commissioned with Research Libraries UK (RLUK)

The following further details are outlined in this document:

* The service to be provided
* The information to be provided by tenderers
* The terms of business relating to the award of any contract
* Anticipated timetable for the programme

**2. BACKGROUND**

**2.1 Organisation**

The National Archives 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.

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.

We are also responsible for leadership of the archives sector in England and our approach is framed by the new strategic vision for archives: *Archives Unlocked*. The National Archives’ business plan, *Archives Inspire*, and *Archives Unlocked* identifies both the archive sector and the academic community as two of its four key audiences. Our approach to the leadership role is a collaborative one, supporting partnership working to encourage a sustainable and innovative archive sector.

The National Archives has a strong record and reputation for academic excellence in disciplines ranging from heritage science and digital humanities to information management, legal informatics, and education. We are recognised as an Independent Research Organisation (IRO) by the UK Research Councils and hold Knowledge Base status with the Technology Strategy Board. Our staff regularly contribute to peer-reviewed journals, speak at academic conferences, and actively participate in scholarly teaching.

The National Archives is committed to encouraging cross-sector collaboration between our archival and academic audiences, and to provide guidance and support to ensure that these partnerships are mutually beneficial.

**2.2 Existing Guide to collaboration between the archive and higher education sectors**

Archives and Special Collections or Unique and Distinctive Collections have a long history of working with academics, universities and funding councils. Whether belonging to universities, local authorities or private institutions, archives have delivered joint doctoral programmes, staff resource to research projects, and expertise in student learning and supervision. Unique and Special Collections are also critical to supporting research outputs for undergraduates and postgraduates.

Archives' collections sit at the heart of ground-breaking, internationally-significant, cross-disciplinary academic research. Accordingly, academics possess invaluable insight into the historical importance of unique and distinctive collections. Further, published academic research on archival material places archival contents in a broader historical context, and introduces new audiences to undertaking research in an archive.

Notwithstanding existing reciprocal connections between archives and the higher education sector, opportunities exist to foster greater collaboration and stronger partnerships between archives, universities, and individual academics. The arrival of such initiatives as the Research Excellence Framework (REF) and forthcoming Teaching Excellence Framework (TEF) will provide additional opportunities for archival-academic collaboration, particularly around archive-based learning. The opportunities that these initiatives present have been explored by a number of cross-sector events which have revealed the potential for more meaningful cross-sector collaboration and the challenges associated with such work.[[1]](#footnote-1) Such relations often depend on geographical proximity between archives and universities, or correspond with the research interests of an individual academic. Partnerships also depend on the presence and enthusiasm of an individual, and break down once he or she leaves an institution, or freeze when they are on research leave. The initial establishment of a partnership and sustaining the subsequent collaboration are two key challenges facing archives.

As a result of our recognition of these challenges and opportunities, The National Archives came together with Research Libraries UK to commission a piece of guidance which explored how archives and academic institutions can better collaborate with one another. The guide to collaboration between the archive and higher education sectors was the result of an extensive period of research involving colleagues from across the archival and academic sectors. It explored many of the benefits and challenges of working between sectors, and it is a part of The National Archives’ wider collaboration with Research Libraries UK.

[Guide to collaboration between the archive and higher education sectors](http://www.nationalarchives.gov.uk/documents/Guide_for_archives_to_collaborate_with_Higher_Education.pdf) (PDF, 0.48MB)

See a [video of Caroline Peach](https://www.youtube.com/watch?v=jtN_HKB18s4&feature=youtu.be) talking through the research findings that underpin this guidance.

The core aims of the current piece of work is to refresh this guidance to take account of key developments in the academic landscape, particularly:

* The [impact of REF](http://www.hefce.ac.uk/rsrch/ref2021/) (both after 2014,on the approach to REF 2021 and impact ratings)
* The [introduction of TEF](http://www.hefce.ac.uk/lt/tef/) (from 2016 onwards)
* The potential opportunities associated with second round of the [AHRC’s Doctoral Training Partnerships](http://www.ahrc.ac.uk/skills/phdstudents/fundingandtraining/dtps/) (DTPs)

In refreshing the guidance, we will work in partnership with History UK. History UK is the independent national body promoting and monitoring History in UK Higher Education. It is funded by history departments or their equivalents and campaigns on issues of concern to academic historians and the broader history community. Our collaboration with History UK will bring The National Archives in contact with historians working across the HE sector.

1. **OBJECTIVES AND DELIVERABLES**

The project will seek to update and reframe key aspects of the current *Guide to collaboration between the archive and higher education sectors* in the light of new and evolving initiatives within the HE sector.

The project has several purposes:

* Evaluation of the current guide to ensure it is fit for purpose
* Updating the guide to include key developments in the academic landscape as described above
* To consult with and include feedback from key stakeholders from History UK and the Higher Education Archives Programme (HEAP)

The project will achieve this through these processes:

* An evaluation of the current guide, especially in relation to the impact and opportunities of REF;
* Updated and new sections as recommended by the evaluation;
* Conduct a survey of academics, including History UK members, regarding current practice regarding archive-based learning in light of TEF;
* Conduct a survey of archivists, including members of The National Archives Higher Education Archives Programme (HEAP), to establish current practice of archives-based learning in light of TEF;
* Facilitation of a workshop between key History UK and HEAP members to provide a qualitative research base and source case studies of best practice;
* The development and delivery of a training event based on the refreshed guidance

The contractors will work with The National Archives to liaise with key contacts and to arrange the workshop and training event.

Project deliverables:

* An updated guide which refreshes sections of the current guide which are still relevant and supplements the existing content in the light of the evaluation exercise, the surveys and the key messages and case studies arising from the workshop
* A report presenting the results of the surveys of academics and archivists on current practices regarding archive-based learning in the light of TEF
* A workshop to provide a qualitative research base and identify case studies of best practice
* A training event based on the refreshed guidance
1. **CONTRACT MANAGEMENT**

The contract will be managed by Caroline Sampson, Development Manager: National and Networks, Archive Sector Development at The National Archives.

1. **WORKPLAN/WORK PACKAGES AND MILESTONES**
2. Project initiation w/c 15th January 2018
3. Evaluation of current guidance, including surveys w/c 26th February 2018
4. Facilitation of workshop w/c 26th March 2018
5. Draft of updated and new sections w/c 30th April 2018
6. Guidance signed off w/c 14th May 2018
7. Training event developed and delivered w/c 11th June 2018

1. **BUDGET**

£10,000 including VAT and travel and expenses.

The contractors will work with The National Archives to select venues and caterers for the workshop and training event. These costs will be met by The National Archives.

1. **PROCESS FOR SUBMITTING PROPOSALS**

**7.1 Procurement timetable**

Invitation to tender sent out 20th November 2017

Deadline for questions of clarification 30th November 2017

Deadline for proposals 3rd January 2018

Appointment and contract award w/c 15th January 2018

* 1. **Proposal content**

The proposals should outline as a minimum:

* Understanding of the project and deliverables
* Experience suited to the project subject and proposed methodology
* A timetable of delivery
* Names and experience of individuals assigned to the project, to clarify their involvement with each phase or unit of the work
* Costs – including breakdown for costs of each phase or unit of work, day rate of each team member and other costs or expenses
	1. **Proposal submission**

Please submit proposals by email to caroline.sampson@nationalarchives.gsi.gov.uk

Proposals must be submitted by 12pm 3rd January 2018.

* 1. **Evaluation of proposals**

We will evaluate proposals using these criteria:

|  |  |
| --- | --- |
| CRITERIA | WEIGHTING |
| Extent to which proposal demonstrates an understanding of the brief | 20 |
| Knowledge and experience relevant to the project, including understanding of higher education archive sector, and understanding of and engagement with academic developments such as REF, TEF and DTPs | 30 |
| Quality of methodology and experience in relation to desk-based research, stakeholder engagement, and development and delivery of training events | 25 |
| Proposed team composition and management | 15 |
| Cost | 10 |

1. **STANDARD TERMS AND CONDITIONS**

8.1 The contract shall be governed by the short form conditions for services published [here](https://www.gov.uk/government/publications/short-form-terms-and-conditions).

Please note that the information you supply in your tender response may be used, in whole or in part, to populate the Contract. As such, please make clear and unambiguous statements about the commitments you are making.

The National Archives reserves the right not to appoint and to achieve the outcomes of the project through other methods.

8.2 This contract is subject to staged payments coinciding with key project milestones, namely:

 Completion of desk research and workshop 25%

 Sign off of revised guidance 50%

 Delivery of training event 25%

1. Events include the 2017 [Gerald Aylmer Seminar](http://www.history.ac.uk/events/event/7104) and the annual [Discovering Collections, Discovering Communities](http://www.dcdcconference.com/) conference series, delivered jointly between The National Archives and Research Libraries UK. [↑](#footnote-ref-1)