

INVITATION TO TENDER

DELIVERY OF A BESPOKE TRAINING PROGRAMME FOR 'TRANSFORMING ARCHIVES: BRIDGING THE DIGITAL GAP' TRAINEESHIPS

DEADLINE FOR TENDER RESPONSES: 5PM, 7 JUNE 2018

1 PURPOSE

- 1.1 This Invitation to Tender specifies the requirements for the delivery of the face-to-face elements of a bespoke training programme which will enable trainees to develop the skills needed to become Digital Archive Assistants over a 15 month work-based programme.
- 1.2 All content to be delivered has been created, including slides and supporting materials. The skills desired for this contract those of a highly-experienced Trainer who can successfully work with individuals to enable them to develop skills and reflect on workplace behaviours.

2 ABOUT THE NATIONAL ARCHIVES

- 2.1 The National Archives ('TNA') is the official archive and publisher for the UK government, and for England and Wales, holding official records containing 1,000 years of history. Our 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 a non-ministerial department and our parent department is the Department for Culture, Media and Sport. More information on TNA can be found at www.nationalarchives.gov.uk.

3 ABOUT THE PROJECT 'TRANSFORMING ARCHIVES: BRIDGING THE DIGITAL GAP'

- 3.1 The project, known as 'Transforming Archives: Bridging the Digital Gap' is a traineeship programme funded by the Heritage Lottery Fund.
- 3.2 The programme will train 3 cohorts of 8 trainees hosted at regional groups of archive services across England. A cohort of trainees will start in each of October of 2018, 2019 and 2020, with each cohort's training programme lasting 15 months (i.e. until the end of 2019, 2020 and 2021 respectively).
- 3.3 The aims of the project are:
- to diversify the archives workforce;
 - to address gaps in the skills available in the archives workforce; and
 - to provide new routes into working in the archives sector.
- 3.4 The project is led by TNA and will be delivered in partnership with archive services (who host the trainees) across England. Each cohort's training programme provides an introduction to archives, training and on-the-job development in digital archives skills.

4 THE REQUIREMENT

- 4.1 TNA seeks to commission a suitably experienced Trainer to deliver the face-to-face elements of a training programme to the Transforming Archives: Bridging the Digital Gap trainees. The Trainer will also deliver an individual training session to the supervisors and mentors who be working with these trainees throughout their placements.
- 4.2 The programme will run from October 2018 – December 2021 and in this time:
- 3 cohorts of 8 trainees will each attend 6 face to face sessions; and
 - 3 groups of 10 supervisors/mentors will each attend 1 face to face session
- 4.3 The material consists of some review and recapping of a supporting e-learning programme which covers digital archiving skills (this material has been written and a login to the e-learning platform on which it is hosted will be made available to the Trainer, once appointed through this procurement process). However, the primary focus of the face-to-face sessions will be to develop 'soft-skills' including awareness of workplace behaviours, customer service skills and development of job-hunting and application skills.
- 4.4 The sessions with hosts and line managers will focus on enabling those recruiting for digital archive trainees to consider the role of unconscious bias on individual behaviours and the impact it has on our ability to create an open, fair and inclusive workplace culture and developing their ability of supporting their trainees through the programme. These sessions will also provide an overview of the material which the trainees will be covering over their 15 month traineeships.

5 PROJECT DELIVERABLES

The deliverables must include (but may not be limited to):

- 5.1 The delivery of an interconnected 6 session programme to three separate cohorts of trainees (delivering 18 sessions in all) and the preparation time necessary to become familiar with the pre-written course material to enable the Trainer to deliver them confidently and effectively
- 5.2 The delivery of an individual session to three separate groups of 10 mentors/supervisors (delivering 3 sessions in all) and the preparation time necessary to become familiar with the pre-written course material to enable the Trainer to deliver them confidently and effectively.
- 5.3 A set of evaluation forms, to be designed by the Trainer in collaboration with TNA, to be collected after each training session, and used to suggest any amendments/improvements to the course for following cohorts.
- 5.4 The project milestones are as follows:

Project initiation	August 2018
Delivery of training – cohort one	October 2018 – December 2019
Delivery of training - cohort two	October 2019 – December 2020
Delivery of training - cohort three	October 2020 – December 2021

6 BUDGET

- 6.1 The maximum available budget for this requirement is £21,000 including VAT and travel and expenses.
- 6.2 TNA's premises in Kew may be used, by prior arrangement, for meeting venue(s) if required and can be used for the delivery of this training where appropriate.

7 HOW TO RESPOND

7.1 Tender Responses should be submitted to procurement@nationalarchives.gsi.gov.uk by **5pm on 7 June 2018**.

7.2 Please respond by supplying the following information:

7.2.1 Your understanding of the project brief and deliverables.

7.2.2 Your experience in delivering and evaluating training programmes similar to TNA's requirements.

7.2.3 The names, experience and relevant qualifications of individuals assigned to the project, clarifying their involvement with each phase or unit of the work.

7.2.4 Your proposed methodology to address all of TNA's requirements.

7.2.5 Costs, including a breakdown for each phase or unit of work, day rate of each team member and other costs or expenses.

7.3 Any requests for clarification should be submitted to procurement@nationalarchives.gsi.gov.uk by **12 noon on 22 May 2018**.

8 EVALUATION CRITERIA

8.1 Tender Responses will be evaluated using the following criteria:

CATEGORY	MAXIMUM AVAILABLE SCORE	MAXIMUM AVAILABLE WEIGHTED SCORE
Understanding of the brief and deliverables (Section 7.2.1)	10	30
Relevant experience (Sections 7.2.2 and 7.2.3)	10	30
Methodology (Section 7.2.4)	10	30
Costs (Section 7.5.5)	10	10

8.2 For each Category (apart from Cost, see Section 8.3 below), a points score between 1 and 10 is available. These points will be allocated applying the criteria as listed in the table below. If any Category within your Proposal mainly has the criteria of one score, but also has one or more criteria of a lower score, then that Category will be awarded the lower score.

<p>10 Points – Outstanding</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses all parts of the requirement. • Potential Supplier has provided evidence of added value within their response. The evidence supplied is convincing and highly relevant to TNA’s requirement. • Potential Supplier’s response is clear and easy to understand.
<p>7 Points – Very Good</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses all parts of the requirement. • Potential Supplier has provided evidence where necessary to support their response. The evidence that is supplied is good and relevant to TNA’s requirement • Potential Supplier’s response is clear and easy to understand.
<p>5 Points – Average</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses most parts of the requirement. • Potential Supplier has evidence to support most parts of their response. The evidence that is supplied has some relevance to TNA’s requirement. • Potential Supplier’s response is clear and easy to understand.
<p>3 Points – Below Average</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses some parts of the requirement. • Potential Supplier has evidence to support some parts of their response but not all. The evidence that is supplied is weak or not always relevant to TNA’s requirement. • Potential Supplier’s response is not always clear and easy to understand.
<p>1 Point – Poor</p>

- Potential Supplier has provided a response that fails to address most parts of the requirement.
- Potential Supplier has little or no evidence to support most of their response. The evidence that is supplied is very weak or has little, or no, relevance to TNA’s requirement.
- Potential Supplier’s response is not always clear and easy to understand.

8.3 The lowest priced submission will be awarded the maximum score available for the Cost Category. All other bids will be awarded the maximum score reduced by the proportion by which they are more expensive.

8.4 Following this evaluation, TNA may choose to conduct interviews, either by telephone or face-to face at TNA’s sole discretion, following which any Potential Suppliers selected for interview will have their submission/interview re-evaluated on the following basis:

CATEGORY	MAXIMUM AVAILABLE SCORE	MAXIMUM AVAILABLE WEIGHTED SCORE
Understanding of the brief and deliverables (Section 7.2.1)	10	25
Relevant experience (Sections 7.2.2 and 7.2.3)	10	25
Methodology (Section 7.2.4)	10	25
Costs (Section 7.2.5)	10	10
Interview	10	15

9 PROCUREMENT PROCESS

The Procurement Timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	26 April 2018
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	12 noon, 22 May 2018
3	Deadline for TNA to respond to clarification questions*	24 May 2018
4	Deadline for Potential Suppliers to submit their Tender Responses to procurement@nationalarchives.gov.uk	5pm, 7 June 2018
5	Timebox for possible telephone interviews with Potential Suppliers	13 and 14 June 2018
6	Contract award and feedback to unsuccessful Potential Suppliers	18 June 2018

10 CONTRACT TERMS AND CONDITIONS

The contract will be awarded under our [standard terms and conditions for services](#). Please note your Tender Response may be used, in whole or in part, to populate the contract schedules. As such, you should 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.