

GUIDANCE FOR VOLUNTEER CATALOGUING IN ARCHIVES

DEADLINE FOR SUBMISSION OF PROPOSALS – 5PM, 6 MARCH 2017

1 BACKGROUND

1.1 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. TNA fulfils a leadership role for the archive sector.

1.2 The role of volunteers in archival practice is large and growing. The ARA's 2014 Managing Volunteers study reported:

“A huge majority of [respondent] services engage volunteers in records description and cataloguing (93%), conservation and preservation (85%), and sorting and arranging records (74%), with about half using them for scanning and digitisation projects.”¹

1.3 Managed, tasked and supported appropriately, volunteers are providing vital support to archives. Cataloguing backlogs can be reduced and collections opened to researchers by utilising volunteers who may work on site at an archive or work remotely using digitised material.

2 THE REQUIREMENT

2.1 TNA wishes to appoint a freelance consultant (or organisation) to produce guidance on the role volunteers can play in archival cataloguing. The guidance will assist archives across the sector in managing cataloguing projects through outlining how they can successfully utilise voluntary assistance for specific aspects of the required work. The Appointed Supplier will be expected to have a good working knowledge of current cataloguing practices, processes and standards and how volunteers can best work with archive professionals to produce high quality cataloguing appropriate to the needs of the archive's stakeholders.

¹ Archives and Records Association, 'Managing Volunteers in Archives', http://www.archives.org.uk/images/documents/ARACouncil/ARA_Managing_Volunteering_in_Archives_2014_Foreword_and_Executive_Summary.pdf

2.2 Aims of the report

2.2.1 We wish to commission a straightforward, clear and practical guide on best practice volunteer cataloguing in archives for archivists to use when managing cataloguing projects.

2.2.2 Written for professional archivists, the guidance should:

- Set out a best practice division between work best done by professional archivists and that which can be performed by volunteers.
- Support archivists when making decisions on the role volunteers can play in cataloguing projects; from indexing to cataloguing.
- Encourage a focus on producing good quality collections metadata using volunteers and the techniques available to support this.
- Explore differing models for in house and remote cataloguing, including crowdsourcing.
- Identify relevant training and key learning resources for the archives sector including the Archives and Records Association (ARA) and highlight the role of The National Archives as sector lead.

2.3 Deliverables

2.3.1 The contracted supplier will draw on their specialist knowledge, published research, and existing practice to deliver written guidance on:

- The role volunteers can have in cataloguing, whilst maintaining that the intellectual control for the catalogue's arrangement lies with an archivist.
- When voluntary assistance should be sought, and how they volunteers can best be trained and supported throughout the cataloguing project.
- Methods and techniques by which archives can ensure the work done by volunteers is accurate and of a high standard.

2.3.2 The guidance must include a **set of case studies** focussing on the successes and lessons learned from a range of UK volunteer cataloguing projects undertaken by archives or, if appropriate and transferable, the wider heritage sector. These projects should be at a range of sizes and budgets and cover a wide geographical spread within the UK - or in exceptionally relevant cases internationally. There should be examples of cataloguing done by volunteers in an archive and remotely, and examples of voluntary assistance obtained through different means. Community archives should be represented if possible.

2.3.3 The guidance must be published in both PDF and Word format and conform to TNA's style guide (guide will be provided to the Appointed Supplier).

2.4 Milestones

Work stage	Completion deadline
Draft report for feedback	Friday 26, May 2017
Final delivery of document for design work by TNA	Friday, 16 June 2017

2.5 Budget

The maximum available budget for this contract is **£4,800 (excluding VAT)**.

3 HOW TO RESPOND

3.1 Please submit your Response by **5pm (UK time) on Friday 6 March 2017** to procurement@nationalarchives.gsi.gov.uk.

3.2 Your Response should include:

3.1.1 Details of your expertise and relevant experience;

3.1.2 Details of your references by providing the information in Section 5 below. TNA reserves the right to contact these references to obtain feedback on the Potential Supplier's performance under those contracts. TNA anticipates taking up this right for those Potential Suppliers shortlisted for presentation stage;

3.1.3 Your understanding of the brief and an explanation of the methodology you intend to use in your approach to fulfilling the requirements;

3.3 If you have any clarification questions related to your response, please submit these to procurement@nationalarchives.gsi.gov.uk by **5pm (UK time) on Friday, 17 February 2017**.

4 EVALUATION CRITERIA

4.1 Responses will be evaluated using the following criteria:

CATEGORY	MAXIMUM AVAILABLE SCORE	MAXIMUM WEIGHTED SCORE
Relevant knowledge and experience	10	30
Understanding of the brief	10	30
Proposed methodology	10	30
Cost	10	10

4.2 Following this evaluation, we anticipate a maximum of 3 suitable candidates will be shortlisted to give a presentation of their Response, after which an award decision will

be reached. Those selected for this presentation stage will have their Response/presentation re-evaluated using the following criteria:

CATEGORY	MAXIMUM AVAILABLE SCORE	MAXIMUM WEIGHTED SCORE
Relevant knowledge and experience	10	20
Understanding of the brief	10	20
Proposed methodology	10	20
References	10	15
Presentation	10	15
Cost	10	10

4.3 For each Category in Section 4.1 and 4.2 above (apart from 'Cost', for which see Section 4.4 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 Response 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.

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

4.4 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.

5 REFERENCES

Please provide details of up to two contracts, from either the public and/or private sector, that are relevant to our requirements. At least one of the contracts proposed should have been performed during the past 12 months. The customer contact should be prepared to confirm the accuracy of the information provided below if we wish to contact them. TNA reserves the right to contact these references to obtain feedback on the Potential Supplier's performance under those contracts. TNA anticipates taking up this right for those Potential Suppliers shortlisted for presentation stage.

You may use a separate document to provide this information, provided all the information as required in the table below is included.

		Contract 1	Contract 2
1.1	Customer organisation (name):		
1.2	Customer contact name, phone number and email:		
1.3	Contract start and completion dates:		
1.4	Brief description of contract (max 150 words)		
1.5	Web address for any published work linked to the contract		

6 CONTRACT

The Contract will be awarded under our [standard terms and conditions](#).

Please note that the information you supply in your 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.

TNA reserves the right, at its sole discretion, not to appoint and to achieve the outcomes of the project through other methods.

7 PROCUREMENT TIMETABLE

Ref.	Description	Date(s)
1	Publication of opportunity on Contracts Finder website	6 February 2017
2	Deadline for to submit clarification questions	5pm, 17 February 2017
3	Deadline for TNA to respond to clarification questions*	24 February 2017
4	Deadline for to submit tender Responses	5pm, 6 March 2017
5	Timebox for evaluation of tender responses and shortlisting for presentation	7 to 10 March 2017
6	Feedback to bidders not selected for presentation stage	14 March 2017
7	Timebox for presentations from shortlisted candidates	16 and 17 March 2017
8	Contract award and feedback to unsuccessful bidders	22 March 2017

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