

## **THE NATIONAL ARCHIVES**

### **1x APPRENTICESHIP PLACEMENT - CYBER SECURITY TECHNICAL PROFESSIONAL (INTEGRATED DEGREE) (LEVEL 6) (ST0409)**

#### **INVITATION TO TENDER – OPEN COMPETITION**

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME) 13 AUGUST 2021**

## **1 ABOUT US**

- 1.1 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.
- 1.2 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. PURPOSE**

- 2.1 We wish to place one individual on the Cyber security technical professional (integrated degree) (level 6) apprenticeship (ST0409). The apprenticeship should commence on 27 September 2021.
- 2.2 We are seeking the most suitable provider for the apprenticeship placement.

### 3. HOW TO RESPOND

- 3.1 Please submit your relevant course prospectus to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **12 noon (UK time) on 13 August 2021**.
- 3.2 We will select the most suitable course provider from the information we receive. Our preferences are outlined below. You are welcome to submit any additional information supporting your case, which may help demonstrate your organisation's suitability but may not be covered in the course prospectus.
- 3.3 Our preferences are as follows:
- that the apprentice works at our site in Kew, with one day per week at the apprenticeship provider's campus;
  - that your campus is within reasonable travelling distance from our site in Kew;
  - as far as possible, that there should be a dedicated skills coach throughout the apprentice's journey;
  - that your course, its content, your website and supporting course infrastructure should be up-to-date;
  - that the course avoids (a) unnecessary repetition and (b) course track confusion;
  - that you have a clear and timely methodology for receiving, reviewing and acting upon feedback, from the apprentice and/or from The National Archives.
- 3.4 The fee payable for the course should be in line with the apprenticeship standards funding band for ST0409, specifically £24,000. You must tell us if, and how, your fee differs from this expected norm.
- 3.5 You must also please submit your standard contract for our consideration.

#### **4. EVALUATION CRITERIA**

- 4.1 Your Tender Response will be evaluated as fairly, objectively and transparently as possible, using the criteria as laid out in Section 3.3 above. The contract will be awarded to the provider who best or most closely meets those criteria, in the opinion of The National Archives.
- 4.2 Price scores (Section 3.4) will be based on a comparison between each 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 (ie the maximum score minus 20%).
- 4.3 Scores will be weighted as follows:
- |                       |     |
|-----------------------|-----|
| Quality (Section 3.3) | 80% |
| Price (Section 3.4)   | 20% |

## **5. CONTRACT TERMS**

- 5.1 You should submit your standard contract for our consideration (see Section 3.5).
- 5.2 TNA reserves the right not to award and to complete its objectives through other means.