



THE NATIONAL ARCHIVES

**1x APPRENTICESHIP PLACEMENT – DIGITAL AND TECHNOLOGY SOLUTIONS
PROFESSIONAL (INTEGRATED DEGREE) (LEVEL 6) (ST0119)**

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME) 22 JUNE 2022

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 Digital and Technology Solutions Professional (Integrated degree) (level 6) apprenticeship (ST0119). The apprenticeship should commence on 1st October 2022.
- 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 by **12 noon (UK time)** on **22nd June 2022**.
- 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, and that the degree apprenticeship is completed online through a blended learning approach
 - that there should be a dedicated Practice Tutor and an Academic Tutor 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 ST0119, specifically £25,000. 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 Scores will be weighted as follows:

Quality (Section 3.3)	80%
Price (Section 3.4)	20%

4.2 Price scores (Section 3.4) will be evaluated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$$((\text{lowest submitted price} / \text{bidder's submitted price}) * 10)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points – $((10,000/10,000)*10) = 10$

Bidder 2 is awarded 5.88 (unweighted) points – $((10,000/17,000)*10) = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points – $((10,000/31,000)*10) = 3.23$

4.3 Quality scores (Section 3.3) will be evaluated as follows, and you must be awarded a minimum score of 7 in this Category to be considered for contract award:

10 Points	Outstanding: <ul style="list-style-type: none">• Potential Supplier has provided a response that meets all our preferences stated in Section 3.3• 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
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<p>7 Points</p>	<p>Good:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that meets most of our preferences stated in Section 3.3 • 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
<p>4 Points</p>	<p>Average:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that meets some of our preferences stated in Section 3.3 • 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
<p>1 Point</p>	<p>Poor:</p> <ul style="list-style-type: none"> • Potential Supplier has provided a response that meets few or none of our preferences stated in Section 3.3 • Potential Supplier has provided little or no evidence to support most elements of their response • 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

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.