



INVITATION TO TENDER

ASPIRING MANAGERS PROGRAMME

CLOSING DATE FOR TENDER RESPONSES

5pm 24th January 2018

1. BACKGROUND

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. Its 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. TNA is a non-ministerial department and its 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.

TNA's strategic priorities for 2015 – 2019 are:

- We will provide expert advice and scrutiny to government, making sure that the record survives and thrives
- We will inspire the public with new ways of experiencing our collection
- We will be an effective leader and partner for the archives sector, to sustain and develop the nation's collection
- We will advance knowledge through exemplary academic liaison and outstanding interdisciplinary research
- We will become a digital archive by design

To achieve all of this, we will think and organise ourselves differently, to meet the needs of each of our major audiences and to face our biggest challenge – digital.

TNA employs approximately 600 staff at its site in Kew, West London.

2. THE REQUIREMENT

TNA is seeking an external provider to design and deliver a training programme for 'Aspiring Managers'. This aim of this training is to equip high potential non-managerial staff with an understanding of the role of management and leadership. It should increase their awareness of the knowledge, skills and behaviours they have and those they would need to develop should they wish to progress to a management or project leadership role (e.g. leading without direct line management of the team). We anticipate that this will take place (primarily) in the form of a short face-to-face development programme for up to 14 people at a time.

Accreditation for the Aspiring Managers programme is not required.

Our requirement is for the design of the programme and the delivery of the first programme. The total maximum budget for this work is £7,000 (ex VAT).

There is the possibility that we will commission the delivery of up to 8 further programmes over a 36 month period – however, this is not guaranteed.

We have tight timescales for the initial work, and all design work would need to be completed in time for the first programme to start its delivery by 30th March 2018. For clarity, if your programme is designed to be delivered in a number of modules, all modules would need to be designed and the first module delivered by 30 March 2018.

Please note that, running concurrently to this procurement, TNA has a separate procurement for a 'Management Development Programme', also published on the Contracts Finder website. Note that this is an entirely separate procurement, distinct in its requirements, deliverables and budget. If a Potential Supplier wishes to submit for both the 'Management Development Programme' and the 'Aspiring Managers Programme', TNA expects there should not be significant duplication between the programmes.

3. HOW TO RESPOND

Please submit your tender response, specifying how you would meet the requirement described above to procurement@nationalarchives.gsi.gov.uk by 5pm on 24th January 2018, by telling us:

- Your proposed deliverables
- Your proposed methodology
- Your proposed delivery timetable
- Evidence of your expertise and experience in this area
- Your proposed price for the design of the programme, **not to exceed £2,000**
- Your proposed price for the delivery of the first programme, **not to exceed £5,000**
- Your proposed price for the delivery of each subsequent programme, **not to exceed £5,000** per programme

It is for you to determine what format your response takes so as to describe your offering in a clear, comprehensive fashion; however you should note that the information you supply may be used in whole, or in part, to populate the Contract Schedules. As such, please make clear and unambiguous statements about the commitments you are making.

Please also ensure that all pricing includes any assessment tools and certification and/or accreditation costs, as well as any travel and subsistence.

If you have any clarification questions, please submit these to procurement@nationalarchives.gsi.gov.uk by 5pm on 9th January 2018.

Submissions will be evaluated as follows:

- Quality of Response 70%
- Price 30%

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

4. TIMESCALES

Description	Date(s)
Invitation to Tender published	3 rd January, 2018
Deadline for receipt of clarification questions	5p.m. 9 th January, 2018
Deadline for TNA to provide responses to clarification questions	15 th January, 2018
Deadline for receipt of tender submissions	5pm, 24 th January, 2018
Time box for evaluation and shortlisting	25 th January, 2018 to 29 th January, 2018
Interviews with shortlisted potential suppliers	February 1 st pm and 2 nd a.m., 2018 – please hold these dates in diaries
TNA selects successful supplier	w/c February 5 th , 2018
Contract signed by TNA and successful supplier	w/c 5 February 5 th , 2018
Design work completed	By 23 rd February, 2018
Aspiring Managers Programme initial delivery completed	By 30 th March 2018