PATHFINDER PROJECT – LEGAL DOCUMENT TOOLKIT

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 23 FEBRUARY 2024

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.

1.2 Our 21st-century role is to collect and secure the future of the public record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible.

2 THE PROJECT BACKGROUND

2.1 The National Archives has developed a variety of different tools for working with legal information through our work delivering the legislation.gov.uk, Lawmaker and Find Case Law services.

2.2 The umbrella term for these tools is the Legal Document Toolkit. There are specific tools which can securely receive, represent, store, transform, query, analyse, enrich, revise and publish legal documents of different types.

2.3 The tools in the Toolkit have been developed using a variety of different technologies over the last 15-20 years. Some are quite recent (developed in the last 2-3 years), some are much older. The tools are centred on LegalDocML, the international standard for legal documents. This provides the core data model around which many of the more recent tools (Lawmaker and Find Case Law) are based. Our adoption of an international standard means the toolkit potentially has appeal in overseas markets.

2.4 Most of the tools have been developed with a very specific task in mind but we think they potentially have wider application and use. Our hopes are highest with Lawmaker, a browser based drafting and amendment workflow management tool, and the parser we have developed for converting Court Judgments from Word, for Find Case Law.

2.5   Taken as a whole the Toolkit includes tools for:
- Modelling – e.g. a proven approach for linking legal documents with a knowledge graph reflecting in data the effect of the document in law
- Drafting – e.g. Lawmaker, a browser based drafting tool
- Capturing – e.g. Transfer Digital Records, a highly secure document transmission service, used by all the senior courts
- Transforming – e.g. converting legal documents from hard to work with formats, such as Word, to machine processable data that is ideal for AI consumption
- Enriching – e.g. identifying definitions or citations in the texts and translating these into knowledge rich graph data
- Querying and analysing – e.g. "Query Builder", a domain specific query language for legislation documents that provides both structurally and temporally aware search and aggregation
- Publishing – e.g. publishing workflow tools used for legislation.gov.uk and Find Case Law services

2.6   We have application profiles for legislation (Bills, Acts, Statutory Instruments etc.), court judgements and tribunal decisions, and for data representations for the legal effect of those documents (amendments, definitions, citations, powers, jurisdictional extent). The Toolkit could be used for other legal documents including contracts, international treaties etc.

2.7   The Toolkit has powerful drafting tools, both the new browser-based Lawmaker and an older but sophisticated Word-based template. The toolkit also has a variety of data transformation and enrichment tools. These enable us to take legal documents in hard to work with formats and convert them into machine friendly data formats – ideal for computational analysis using AI approaches. The Toolkit has analysis tools, including a domain specific query language for legislation, the first (and we think only) one of its kind.

2.8   These tools could be of interest to established "Big Law" firms looking to improve their data science capabilities and also to new Law-Tech startups. There is a lot of interest in using legal information in the context of Generative AI and Large Language Models (LLMs). The tools might help with data preparation tasks. UK based firms are already relying on the data that we provide (for legislation and case law), so there may be natural appeal for using tools that work with our data out-of-the-box.

3   PURPOSE

3.1   We are trying to work out how best to exploit the tools in the Toolkit commercially. We think there is both a domestic and international market for our tools – but we don't know which tools or what markets to focus on. We are regularly approached by people wanting to use some of these tools. The AI Revolution is opening up new opportunities as "Big Law" wakes up to the power of data. Many legal businesses rightly want to stay in control of their information assets but need better information management capabilities. Our Toolkit could help.

3.2   In this project we will develop our understanding of the potential market, learning more about potential users and their needs, and evaluating the different business models we might use.

3.3   The project has a budget of £32,000 (inc. VAT) per lot.

3.4   The contract(s) will be awarded on the basis that it is fully completed and delivered by 31 December, 2024. This deadline applies for all lots.

4   REQUIREMENTS, OBJECTIVES AND DELIVERABLES

4.1   Our aim is to find a supplier or suppliers to provide help us understand and evaluate the opportunities for the tools in the Toolkit across three areas:

4.2   Lot 1 (User Research) – Learn more about the potential users' needs and how the tools in the Toolkit might meet these (or need to be adapted to do so). Estimated start date: 1 Jun 2024). We expect this work package to include the following deliverables, and estimated delivery dates:

- Complete hypothesis development, methods selection and research prep (28 June 24)
- Complete user research tests, results analysis and present findings (30 Sep 2024)

4.3   Lot 2 (Market Research) – Understand the potential market for the product, both domestically and internationally. Estimated start date: 08 April 2024. We expect this work package to include the following deliverables, and estimated delivery dates:

- Complete initial market analysis, including big law & law tech in the UK and overseas (10 May 2024)
- Complete focussed market analysis to support business model analysis and sales (28 June 2024)

4.4   Lot 3 (Business Model Development) – Evaluate the different business models we might use commercially, such as software-as-a-service, licensing or patents, or consulting. Estimated start date: 08 April 2024. We expect this work package to include the following deliverables, and estimated delivery dates:

- Complete initial investigation and options appraisal for business model (31 May 2024)
- Test business model approach in the market (26 July 2024)
- Complete final business model appraisal and selection including key associated artefacts (e.g., pricing, draft contractual terms & draft licences) (27 Sept 2024)
- Conclude assessment of viability of the selected business model (25 Oct 24)

4.5   Suppliers may choose to bid for a single lot or multiple lots.

4.6   We anticipate that there will be dependencies between the three lots, and we encourage applicants, whether applying for one or multiple lots, to outlining their approach to managing these dependencies within their application.

4.7   All proposals must follow the timetable in Section 7.

4.8   Proposals for each lot will be evaluated separately and awarded based on highest scoring submissions.

5   HOW TO RESPOND

5.1   If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 19 January 2024.**

5.2   If you intend to submit a Tender Response, please let us know by emailing us at procurement@nationalarchives.gov.uk by **12 noon (UK time) on 19 January 2024.**

5.3   If you have informed us of your intention to submit a Tender Response, you will be invited to make a face-to-face presentation of your work-in-progress proposal during **week commencing 05 February 2024**. The discussion will likely provide additional insight that will affect final submissions and provide greater insight into the project.

5.4   Please submit your Tender Response to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 23 February 2024**.

5.5   It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion. However please ensure your Tender Response for each Lot includes the following as a minimum:

5.5...1   Please explain your **experience** in providing similar services,

5.5...2   Please explain your **track record** dealing with other cultural institutions in the heritage sector and government departments organisations and provide examples of customers. Please include the contact details of one relevant organisation from whom we can obtain a telephone or written **reference,** if we choose to do so.

5.5...3   Your proposed **pricing**,

5.5...4   Your **methodology** and **timeframe**.

6   EVALUATION CRITERIA

6.1   Your Tender Response for each Lot will be evaluated using the following criteria:

Criteria	Maximum available unweighted score	Weighting	Maximum available weighted score

Experience in similar projects and working with government departments/cultural institutions	10	X4	40
Pricing	10	x2	20
Methodology and timeframe	10	X4	40

6.2   Price scores for each Lot will be based on a comparison between each Potential Suppliers' price offer, as calculated above, 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 (i.e. the maximum score minus 20%).

6.3   Other categories for each Lot will be evaluated according to the table below, however a minimum combined score of at least 50 must be achieved against the experience and methodology criteria for the proposal foreach Lot to be considered. Proposals for each Lot that score below this threshold will be considered a fail.

10 Points	**Outstanding:** • Potential Supplier has provided a response that addresses all parts of the requirement • 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
7 Points	**Good:** • Potential Supplier has provided a response that addresses all parts of the requirement • 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
4 Points	**Average:** • Potential Supplier has provided a response that addresses some parts of the requirement • 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
1 Point	**Poor:** • Potential Supplier has provided a response that fails to address most parts of the requirement • 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

7   PROCUREMENT TIMETABLE

7.1   This timetable covers all lots and the same deadlines apply to any submission (both for single and multiple lots).

7.2   The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	**21 December 2023**
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	**12 Noon (UK Time) 19 January 2024**
3	Deadline for Potential Suppliers to confirm intention to submit a Tender Response to procurement@nationalarchives.gov.uk	**12 Noon (UK Time) 19 January 2024**
4	Face-to-face meetings to discuss proposal	**05 February to 09 February 2024**
5	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	**12 Noon (UK Time) 23 February 2024**
6	Evaluation of submissions completed	**01 March 2024**
7	Contract award	**08 March 2024 (anticipated)**

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

8   CONTRACT TERMS

8.1   The contract will be awarded subject to our standard terms and conditions, which can be found here.

8.2   TNA reserves the right not to award and to complete its objectives through other means.