



## **THE NATIONAL ARCHIVES**

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

#### **OCCUPATIONAL HEALTH**

**CLOSING DATE FOR TENDER RESPONSES –  
12 NOON (UK TIME), 28 MARCH 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, holding official records containing 1,000 years of history. The organisation's 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](http://www.nationalarchives.gov.uk). TNA fulfils a leadership role for the archive sector.
- 1.2 To become the 21st Century national archive we aim to become an inclusive, entrepreneurial, and disruptive national archive.
- 1.3 TNA's strategic priorities for 2020 – 2024 are:
  - Change the culture and approach of The National Archives so that in all we do we better reflect and represent the society we serve.

- Curate unique national moments of public inspiration and participation, including through the launch of the 1921 Census - the UK's largest ever online release of historical records.
- Create new, inclusive and exciting spaces, physical and virtual, in which people can encounter our collection afresh - partnering with The National Archives Trust to widen the public experience and understanding of archives and our history.
- Lead the archives sector to fulfil the vision set out in *Archives Unlocked*, promoting our shared values of trust, enrichment and openness.
- Generate from our collection and expertise the cutting-edge research opportunities and commercial offers that will realise value and open out more of our collection.
- Secure the future of the Government record as an essential resource for public servants and the people - providing legal certainty through legislation.gov.uk and historical perspective through our collection.
- Lead the world in reimagining archival practice for the 21st century, pioneering new and ethical approaches to appraisal and selection, description, digital preservation and access.

1.4 To achieve all of this, we will think and organise ourselves differently, to develop TNA's and the wider archive sector awareness, capability and culture around ED&I issues and to support and enable the delivery of our [Becoming the Inclusive Archive](#) strategy.

1.5 The National Archives is based in Kew, Richmond, Surrey and currently has 585 staff.

## 2 THE REQUIREMENT

- 2.1 We are seeking to partner with an organisation with a wide and varied expertise in the provision of Occupational Health services.
- 2.2 The successful provider will work with us to understand The National Archives, its business, values and priorities, to deliver best practice services to our staff.
- 2.3 The successful provider will be processing sensitive personal data so you will need to tell us about your Data Protection and Data Security arrangements.
- 2.4 The contract will run for a period of 2 years, with three optional extension periods of an additional 12 months each. There is no guaranteed minimum spend on the contract as a whole.
- 2.5 Please note shortlisted Potential Suppliers will be interviewed **week commencing 10 April 2023**.

### 3 HOW TO RESPOND

- 3.1 It is for you to determine what format your submission should take so as to describe your offering in a clear, comprehensive and convincing 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.
- 3.2 If you have any clarification questions related to your tender response, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **12 noon (UK time) on 14 March 2023**. Questions received after this time will **not** be accepted.
- 3.3 Please submit your tender response, specifying how you would meet the requirement described above to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) **by 12 noon (UK time) on 28 March 2023** (submissions received after this time will **not** be accepted), by telling us:

#### **Occupational Health Services:**

Describe in detail:

- The types of services you offer. The accompanying document (titled 'Current Services - Occupational Health') outlines our current requirements and we broadly expect these needs to continue. We are interested in hearing how you will deliver these services, and what additional services you are able to offer which may add value to The National Archives.
- Your relevant experience in this field, and a referee we can contact.
- Your approach to dealing with The National Archives, at the beginning of the contract and throughout.
- Your service level agreements (SLAs) for the services you propose to offer.

#### **Data Protection and Security**

- Please include with your tender response the following:
  - Your Data Protection policy, privacy notice, and tell us how you comply with UK GDPR.

o Details of your Data Security arrangements. You must have Cyber Essentials as a minimum – this will attract a score of 7 for this Category. Cyber Essentials Plus or ISO 27001 is preferred; please include a copy of your certification with your response – this will attract a score of 10 for this Category. (NOTE: in all cases we may accept an equivalent – if you are relying on an equivalent accreditation, it is for you to provide convincing evidence of its equivalence).

### **Your contract price**

- Your contract price to deliver the services outlined in the accompanying document titled 'Current Services - Occupational Health', broken down as a minimum by contract year (Year 1 and Year 2). Please complete the column in the 'Current Services - Occupational Health' document with your **unit price per assessment** and submit this as part of your proposal.
- If you can provide the additional services mentioned in the accompanying document, (listed as 'not currently provided to TNA, but we may want to introduce them in future'), and/or any additional value-adding services, please provide prices but these will not count toward bid evaluation.
- Your contract price must include all costs, fees and other expenses (including any management fees), but exclude VAT.
- Please note your submitted pricing must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated duties and levies payable and (c) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your pricing should reflect the equivalent of Incoterm DDP (Delivery Duty Paid) and therefore the full cost to the customer/TNA.

## 4 EVALUATION

4.1 Tender Responses will be evaluated as follows:

	<b>Maximum available unweighted score</b>	<b>Weighting</b>	<b>Maximum available weighted score</b>
Data Protection and UK GDPR	-	-	Pass/Fail
Data Security NOTE: you must score a minimum of 7 in this category to be considered for contract award.	10	1	10
Occupational Health – Types of services	10	1	10
Occupational Health – Relevant experience	10	1	10
Occupational Health – Approach to delivery	10	1	15
SLA for OH Assessments	10	1	15
SLA for Neurodiverse Assessments	10	1	10
Reference	10	1	10
Contract price	10	2	20
<b>Total</b>			<b>100</b>

4.2 Price scores will be evaluated as follows:

Your unit prices for Pre-Appointment Assessments, Occupational Health Assessments and both types of Neurodiverse Assessments will be

multiplied by the applicable 'number of uses per annum' and added together to give a total.

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:

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

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 –  $((10,000/10,000) \times 10) = 10$

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

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

#### 4.3 Other categories will be evaluated according to the table below:

<b>10 Points</b>	<b>Outstanding:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support all elements of their response</li><li>• The evidence supplied is convincing and highly relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li></ul>
<b>7 Points</b>	<b>Good:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support most elements of their response</li><li>• The evidence supplied is good and relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li></ul>

	<ul style="list-style-type: none"> <li>Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>
<b>4 Points</b>	<p><b>Average:</b></p> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>The evidence supplied has some limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>
<b>1 Point</b>	<p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>The evidence supplied is very weak and has very limited relevance to the requirement</li> <li>Potential Supplier's response is not always clear and easy to understand</li> <li>Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li> </ul>

4.4 Following this evaluation, TNA will interview a maximum of 3 Potential Suppliers, either virtually or face-to face at TNA's sole discretion, following which those Potential Suppliers selected for interview will have their submission/interview re-evaluated, and scores may change as a result.



## 5 PROCUREMENT TIMETABLE

Description	Date
Invitation to Tender published	3 March 2023
Deadline for receipt of clarification questions	12 noon (UK time), 14 March 2023 <b>Late questions will not be accepted</b>
Deadline for receipt of tender submissions	12 noon, (UK time), 28 March 2023 <b>Late submissions will not be accepted</b>
Time box for evaluation and shortlisting	28 March – 3 April 2023
Interviews with shortlisted potential suppliers	Week commencing 10 April 2023
TNA selects successful supplier	Week commencing 17 April 2023

## **6 CONTRACT**

- 6.1 The Contract will be awarded under our [standard terms and conditions](#).
- 6.2 The National Archives reserves the right not to award and to achieve its aims through other means.