

**THE NATIONAL ARCHIVES - DIGITAL ARTIST COLLABORATIVE PROJECT****DEADLINE FOR RESPONSES – 5PM, 24 FEBRUARY 2017****1 BACKGROUND**

The National Archives (TNA), based in Kew, South West London, is the national repository of the official archives of the British government and of the central courts of law of England and Wales and is of high national and international heritage significance, and one of the world's most valuable resources for academic research. It is the guardian of some of the most iconic national documents, dating back over 1,000 years. Its 21<sup>st</sup> 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. Further information about TNA's role, its plans, policies, performance and projects can be found on its website [here](#).

**2 INTRODUCTION**

Over the next few years, we will deliver a project that will re-imagine and reconfigure TNA's Kew site as a vibrant and welcoming environment, through the physical transformation of the building, becoming more outward facing and radically changing people's attitudes to engaging with archives.

With increased space and flexible learning and engagement facilities, more volunteer support and varied programmes, TNA is focused on change, increasing visitors to our site, showing collections that have never been seen, and showcasing them in different ways to different audience groups. At the same time, outreach will be a key priority as a means of targeting new audiences through identifying those stories and collections relevant to communities.

TNA currently welcomes around 80,000 visitors annually, and one of the aims of the re-imagining of the site is to increase that number.

**3 THE COMMISSION**

As part of our innovative new approaches to using our records and data to engage audiences with archives in different ways, we are seeking a Digital Artist to work with TNA to ultimately produce a long term digital art piece.

We have particularly chosen to work with a Digital Artist because TNA is currently in the centre of a digital revolution. The move to taking in more and more born digital material - and the change in the way that our users access archives, increasingly using digitised material online and searching through a digital catalogue - is a key moment in the life of this institution. We want to work with a Digital Artist who can explore this change and bring some of the beauty and excitement of digital possibilities to our audiences.

We believe that any art work for TNA needs to be a point of provocation as well as a beautiful object – it needs to create transparency into TNA's work, inspire conversation, and potentially provoke a greater sense of connection to the organisation. Therefore we wish to work in partnership with an artist to scope a residency which explores and reveals to the public something of the unique footprint of the material and data we hold. We see ideas of opening up unseen things and also giving a sense of scale and impact as key.

The outcome of a first residency (currently planned as a 6 month, part time residency) will be a 'proof-of-concept' temporary exhibition/ digital art piece which will be open to all visitors to the building. This first residency will be a scoping and testing exercise for us to explore the possibilities for a longer-term installation onsite.

We aim to work in partnership with the Appointed Digital Artist to apply for funding to Arts Council England: Grants for the Arts.

Should this first residency be successful, we will look to build further on the proof-of-concept to develop a longer term digital art installation funded through a larger grant application to a funding body, for example the Economic and Social Research Council (ESRC).

We anticipate that the total length of this Contract could be up to 3 years, with 2 optional extension periods of 12 months each (3+1+1).

## **4 THE REQUIREMENT**

We anticipate the work will be in four discrete stages.

Stage 1 is the only Stage of this Requirement to which TNA is committing. All subsequent Stages are contingent on successful outcomes of preceding Stages and therefore TNA reserves the right not to continue beyond any Stage should it be deemed unsuccessful at TNA's sole discretion.

### **4.1 Stage 1**

To collaborate free of charge with TNA to produce an application to Arts Council England: Grants for the Arts for funding, which we anticipate to be in the region of circa £25,000. For the avoidance of doubt, the appointed Artist is expected to work without remuneration of any kind from TNA whilst collaborating in drafting the application.

### **4.2 Stage 2**

Stage 2 is subject to the successful outcome of Stage 1.

On securing external funding, undertake a part time artist residency to develop a 'proof-of-concept' temporary exhibition / digital art piece which will be open to all visitors to TNA's Kew site. The residency and exhibition will be funded solely by the external funding grant.

This first residency will be a scoping and testing exercise for us to explore the possibilities for a longer-term installation in the building.

### **4.3 Stage 3**

Stage 3 is subject to the successful outcome of Stage 2.

To collaborate free of charge with TNA to develop a bid to ESRC or other suitable funding body in order to fund a further artist residency, for an amount to be quantified. For the avoidance of doubt, the appointed Artist is expected to work without remuneration of any kind from TNA whilst collaborating in drafting the application.

### **4.4 Stage 4**

Stage 4 is subject to the successful outcome of Stage 3.

On securing external funding, undertake a part time artist residency to produce a long term digital art piece. The residency and production of the piece will be funded solely by the external funding grant.

## 5 CONTRACT VALUE

This opportunity has been advertised with a maximum contract value of £500,000. This figure is given as a maximum sum for all combined funding across all Stages and may not be exceeded. It is not intended as a target and Digital Artists should be aware that TNA may decide at its sole discretion that a lower limit is more appropriate; this will be discussed with the Appointed Digital Artist during the course of the contract.

## 6 TIMING

We aim to start work on Stage 1 as soon as possible after contract award.

All other Stages are contingent on successful outcomes of previous Stages and are therefore not yet quantified in terms of timing, scope, or size of bid.

## 7 HOW TO RESPOND

Please submit your response to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) by 5pm on 24 February 2017.

Your submission should include:

- 7.1 Details of your expertise and relevant experience, including your experience of applying for and securing grants for digital art work.
- 7.2 An explanation of how you would collaborate with TNA to deliver an application to Arts Council England: Grants for the Arts, for a subsequent digital art project (i.e. for Stages 1 and 2).
- 7.3 An outline of your initial thoughts on how you might collaborate with TNA to deliver an application to ESRC or other suitable funding body, for a subsequent digital art project (i.e. for Stages 3 and 4).
- 7.4 An indication of what value of Arts Council England grant you suggest might realistically be sought, including an indicative breakdown of how much of the suggested grant value will be allocated to your fees, temporary exhibition equipment and materials.
- 7.5 The Appointed Digital Artist will be required to comply with TNA's standard [terms and conditions for services](#). Submission of a response to this tender signifies your acceptance of these terms.

## 8 EVALUATION

Submissions will be evaluated on the basis of quality, using the following criteria:

Understanding of the brief	30%
Proven experience	40%
Proposed method of collaboration	30%

Following this evaluation, we anticipate a maximum of 3 suitable candidates will be shortlisted to give a presentation of their submission, after which an award decision will be reached. Those selected for this presentation stage will have their submission/presentation re-evaluated on the basis of quality, using the following criteria:

Understanding of the brief	25%
Proven experience	25%
Proposed method of collaboration	25%
Presentation	25%

## 9 PROCUREMENT TIMETABLE

Ref.	Description	Date(s)
1	Publication of OJEU notice	16 <sup>th</sup> January 2017
2	Deadline for Digital Artists to submit clarification questions	5pm, 7 <sup>th</sup> February 2017
3	Deadline for TNA to respond to clarification questions*	5pm, 14 <sup>th</sup> February 2017
4	Deadline for Digital Artists to submit tender responses	5pm, 24 <sup>th</sup> February 2017
5	Timebox for evaluation of tender responses and shortlisting	27 <sup>th</sup> February – 3 <sup>rd</sup> March 2017
6	Timebox for presentations from shortlisted candidates	14 <sup>th</sup> – 15 <sup>th</sup> March 2017
7	Award decision and notification, feedback to successful and unsuccessful Digital Artists	17 <sup>th</sup> March 2017
8	Standstill period	17 <sup>th</sup> – 27 <sup>th</sup> March 2017
9	Contract award	28 <sup>th</sup> March 2017

\*Any clarification question that TNA deems to be relevant to more than one Digital Artist will be shared with all Digital Artists.

TNA reserves the right not to appoint and to achieve its desired outcomes through other methods.