

THE NATIONAL ARCHIVES

MIXED COLLECTIONS GUIDANCE

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 6 NOVEMBER 2020

The National Archives has received a number of clarification questions relating to this opportunity. Those questions, and their associated responses, can be found below.

Q1: *Is there a specification for the design of the reports? (eg TNA branding, web-ready resource)? Or do they simply need to be submitted as pdf?*

A1: We have branding, style and accessibility guides which we will supply to the appointed supplier.

Q2: *What is the anticipated delivery date for the final output?*

A2: Our preferred delivery date is the end of February, however we could stretch to mid-March at the very latest.

Q3: *Can you clarify whether the costs for a final in-person event have to include room hire and catering or whether this is covered elsewhere?*

A3: TNA would cover these costs, as hosts, if the event is physical

Q4: *Clause 3.7 talks about the evaluation of current guidance. Can you clarify which pieces of current guidance this refers to?*

A4: This relates to a refreshed version the joint TNA/AIM guidance hosted by on the AIM website “Successfully Managing Archives in Museums”, as in Clauses 3.4 and 3.6.2

Q5: *Given that the Successfully Managing Archives in Museums guidance exists why do you feel that a whole new set of guidance is required rather than simply extending this existing guidance?*

A5: The two pieces of guidance will be complementary, but aimed at different audiences, with different skills and requirements. The joint TNA/AIM guidance is intended for curators who

hold collections of archival material, whereas the new guidance would be intended for archivists who hold objects and other mixed collections.

Q6: *Can you give any sense of the level of detail required in the guidance e.g. in cataloguing would we be laying out principles of good practice, linking through to key standards and guidance on using software generally or do you want detailed e.g. specific cataloguing guidelines and technology assessment?*

A6: General principles would be appropriate for this document, together with links to relevant standards and where to find more detailed information and resources.

Q7: *Have you any idea of the size of the guidance e.g. 20 pages, 100 pages?*

A7: This has not been stipulated as it will depend on the amount of information to be included, images, formatting etc. The TNA/AIM guidance should be similar in length to the current document. The main report may be longer.

Q8: *Do you want just one key document for the guidance or a range e.g. a brief overview of issues as one document perhaps to work as advocacy for senior managers and funders, and more detailed guidance for staff working on operational issues?*

A8: We are envisioning one document aimed at staff working on operational issues. There may be a case for an executive summary that could be used more widely.

Q9: *What sort of number of case studies would you hope to have - 5, 10, 20?*

A9: Around 3-5 case studies should be sufficient for each document, unless it becomes apparent during the work that more are needed to illustrate key aspects of the guidance.

Q10: *What is the deadline for delivery of the guidance and light-touch refresh?*

A10: Our preferred delivery date is the end of February, however we could stretch to mid-March at the very latest.

Q11: *When would you be expecting the event to be delivered?*

A11: This would take place after the reports have been finalised for online publication. There is flexibility on this due to the current situation.

Q12: *How much flexibility is there in the timetable to accommodate the limitations on people's availability and access to information onsite given the pandemic and the impact of the Christmas break?*

A12: The timetable is driven by the need for invoices to be processed by the end of the financial year, which therefore necessitates the deliverables being delivered in advance of that date.

Q13: *When you say event are you purely contemplating a presentation or do you require us to organise something more extensive e.g. speakers from case studies, workshops?*

A13: The exact format has not been pre-determined and we would expect to discuss and develop this with the successful bidder. A main presentation, one or more case study speakers and some form of discussion or workshop element is likely, based on previous launch events. The format will also depend to an extent on whether the event is physical or virtual.

Q14: *Who will be responsible for the administrative organisation of the event? Would the successful tender purely present or would it also have to organise venue, invites, speakers etc?*

A14: The National Archives would be hosts and organisers. The successful bidder would be expected to present on their key features of the reports, and to suggest other speakers and content based on their findings (e.g. the subject of a case study).

Q15: *Will the successful provider need to develop new case studies for the refresh of Successfully Managing Archives in Museums?*

A15: The existing case studies contain some time-specific information (2015) so would at least need updating. If newer or better examples are identified as part of the development process, replacement could be an option for some or all of the case studies.

Q16: *Does TNA (and or AIMS) have an existing stakeholder network that may be utilised for the project?*

A16: TNA has a number of networks, arranged both geographically and thematically. Our staff would liaise with the successful bidder to circulate information and help identify key contacts as and when appropriate. AIM, as a membership organisation, will have contact details for a large and diverse number of museums.

Q17: *Does the Mixed Collection Guidance supersede any existing TNA guidance on this topic?*

A17: The Mixed Collections guidance is intended to address a known gap in our existing range of guidance. It may be appropriate to reference relevant sections of existing guidance where a specific point is discussed in greater depth, in order to avoid repetition.