

INVITATION TO TENDER

A RECRUITMENT STRATEGY FOR ATTRACTING DIVERSE CANDIDATES TO APPLY FOR 'TRANSFORMING ARCHIVES: BRIDGING THE DIGITAL GAP' TRAINEESHIPS

DEADLINE FOR TENDER RESPONSES: 5PM, 18 APRIL 2017

1 PURPOSE

This Invitation to Tender specifies the requirements for the provision of a recruitment strategy for attracting diverse candidates to apply for 'Transforming Archives: Bridging the Digital Gap' traineeships.

2 ABOUT THE NATIONAL ARCHIVES

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. Our 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. We are a non-ministerial department and our parent department is the Department for Culture, Media and Sport. More information on TNA can be found at www.nationalarchives.gov.uk.

3 ABOUT THE PROJECT 'TRANSFORMING ARCHIVES: BRIDGING THE DIGITAL GAP'

- 3.1 'The project, known as 'Transforming Archives: Bridging the Digital Gap' is a traineeship programme which has been awarded a first-round pass and a development grant by the Heritage Lottery Fund.
- 3.2 The programme will train 3 cohorts of 8 trainees hosted at regional groups of archive services across England. A cohort of trainees will start in each of October of 2018, 2019 and 2020, with each cohort's training programme lasting 15 months (i.e. until the end of 2019, 2020 and 2021 respectively).
- 3.3 The aims of the project are:
 - To diversify the archives workforce
 - To address gaps in the skills available in the archives workforce
 - To provide new routes into working in the archives sector.
- 3.4 The project is led by TNA and will be delivered in partnership with archive services (who host the trainees) across England. Each cohort's training programme provides an introduction to archives, training and on the job development in digital archives skills.

4 THE REQUIREMENT

- 4.1 TNA seeks to commission a suitably experienced organisation or individual to develop the recruitment strategy for 'Bridging the Digital Gap' to ensure a rich and diverse range of applicants are encouraged to apply for traineeships.
- 4.2 TNA's experience in managing a previous traineeship programme ('Transforming Archives') has shown that trainees from a variety of backgrounds can and do benefit from workplace training in archives, but that a relatively small proportion of applicants come from backgrounds which are not already well represented in the archives workforce. Diverse recruitment and a strategic approach are essential to the success of Bridging the Digital Gap, and we are seeking support and challenge to ensure the programme is as effective as possible in this area.
- 4.3 Trainees will be recruited for their ability to demonstrate digital confidence and competency, and who can demonstrate that they have 2 A-levels, or a Level 3 apprenticeship in relevant subjects, or equivalent experience and confidence with digital activities. Within that definition, we are particularly seeking to recruit in the following areas:
- Black and minority ethnic people
 - People with long term health conditions, both physical and mental
 - People without degree qualifications or diplomas above Level 4
 - People with a STEM background (in qualifications and/or experience)
 - People from lower socio-economic backgrounds
 - People who identify as male.
- 4.4 Trainees are to be recruited as employees of TNA, then seconded to regional archive services. This means that recruitment must conform to TNA's legal obligations (the Civil Service Recruitment Principles, details of which can be found at <http://civilservicecommission.independent.gov.uk/>). Our experience of 'Transforming Archives' has identified some mechanisms, such as introductory questions on skills and expectations from the traineeship programme, and targeted advertising, which can be included in such recruitment. We would like to explore other possibilities to expand these efforts (such as delivering taster days in archives, and using assessment centres in place of formal interviews) as part of the recruitment strategy.

5 PROJECT DELIVERABLES

The deliverables must include (but may not be limited to):

- 5.1 A review of planned recruitment processes to ensure barriers to participation are as low as possible.
- 5.2 An overall recruitment advertising strategy, identifying tactics, key partners and institutions which will enable the programme to reach out to target communities in different regions.

- 5.3 Contacts and suggestions for effective approaches to these key partners where appropriate, on an England-wide basis.
- 5.4 An outline of how recruitment assessment can most effectively be delivered, including application and assessment processes.
- 5.5 A review of initial recruitment plans for the first two regional groups to be recruited, based on this overall strategy.
- 5.6 The project milestones are as follows:

Project initiation	April 2017
Overall strategy development and review	May-June 2017
Report to Project Board meeting	June 2017
Review of recruitment planning for first two regional cohorts, once appointed	August 2017

6 BUDGET

- 6.1 The maximum available budget for this requirement is £5,000 including VAT and travel and expenses.
- 6.2 TNA's premises in Kew may be used, by prior arrangement, for meeting venue(s) if required. TNA is willing to pay for other regional venues, by prior arrangement.

7 HOW TO RESPOND

7.1 Tender Responses should be submitted to procurement@nationalarchives.gsi.gov.uk by **5pm on 18 April 2017**.

7.2 Please respond by supplying the following information:

7.2.1 Your understanding of the project brief and deliverables.

7.2.2 Your experience in developing recruitment strategies similar to TNA's requirements.

7.2.3 The names, experience and relevant qualifications of individuals assigned to the project, clarifying their involvement with each phase or unit of the work.

7.2.4 Your proposed methodology to address all of TNA's requirements.

7.2.5 Costs, including a breakdown for each phase or unit of work, day rate of each team member and other costs or expenses.

7.3 Any requests for clarification should be submitted to procurement@nationalarchives.gsi.gov.uk by **12 noon on 29 March 2017**.

8 EVALUATION CRITERIA

8.1 Tender Responses will be evaluated using the following criteria:

CATEGORY	MAXIMUM AVAILABLE SCORE	MAXIMUM AVAILABLE WEIGHTED SCORE
Understanding of the brief and deliverables (Section 7.2.1)	10	30
Relevant experience (Sections 7.2.2 and 7.2.3)	10	30
Methodology (Section 7.2.4)	10	30
Costs (Section 7.5.5)	10	10

8.2 For each Category (apart from Cost, see Section 8.3 below), a points score between 1 and 10 is available. These points will be allocated applying the criteria as listed in the table below. If any Category within your Proposal mainly has the criteria of one score, but also has one or more criteria of a lower score, then that Category will be awarded the lower score.

10 Points – Outstanding	
<ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses all parts of the requirement. • Potential Supplier has provided evidence of added value within their response. The evidence supplied is convincing and highly relevant to TNA's requirement. • Potential Supplier's response is clear and easy to understand. 	
7 Points – Very Good	
<ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses all parts of the requirement. • Potential Supplier has provided evidence where necessary to support their response. The evidence that is supplied is good and relevant to TNA's requirement • Potential Supplier's response is clear and easy to understand. 	
5 Points – Average	
<ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses most parts of the requirement. • Potential Supplier has evidence to support most parts of their response. The evidence that is supplied has some relevance to TNA's requirement. • Potential Supplier's response is clear and easy to understand. 	
3 Points – Below Average	
<ul style="list-style-type: none"> • Potential Supplier has provided a response that addresses some parts of the requirement. • Potential Supplier has evidence to support some parts of their response but not all. The evidence that is supplied is weak or not always relevant to TNA's requirement. • Potential Supplier's response is not always clear and easy to understand. 	
1 Point – Poor	
<ul style="list-style-type: none"> • Potential Supplier has provided a response that fails to address most parts of the requirement. • Potential Supplier has little or no evidence to support most of their response. The evidence that is supplied is very weak or has little, or no, relevance to TNA's requirement. • Potential Supplier's response is not always clear and easy to understand. 	

8.3 The lowest priced submission will be awarded the maximum score available for the Cost Category. All other bids will be awarded the maximum score reduced by the proportion by which they are more expensive.

8.4 Following this evaluation, TNA may choose to conduct interviews, either by telephone or face-to face at TNA's sole discretion, following which any Potential Suppliers selected for interview will have their submission/interview re-evaluated on the following basis:

CATEGORY	MAXIMUM AVAILABLE SCORE	MAXIMUM AVAILABLE WEIGHTED SCORE
Understanding of the brief and deliverables (Section 7.2.1)	10	25
Relevant experience (Sections 7.2.2 and 7.2.3)	10	25
Methodology (Section 7.2.4)	10	25
Costs (Section 7.2.5)	10	10
Interview	10	15

9 PROCUREMENT PROCESS

The Procurement Timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	Monday 20 March 2017
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	12 noon, Wednesday 29 March 2017
3	Deadline for TNA to respond to clarification questions*	Tuesday 4 April 2017
4	Deadline for Potential Suppliers to submit their Tender Responses to procurement@nationalarchives.gov.uk	5pm, Tuesday 18 April 2017
5	Timebox for TNA to evaluate Tender Responses, including possible telephone interviews with Potential Suppliers	19 April 2017 to 25 April 2017
6	Contract award and feedback to unsuccessful Potential Suppliers	Friday 28 April 2017

10 CONTRACT TERMS AND CONDITIONS

The contract will be awarded under our [standard terms and conditions for services](#). Please note your Tender Response may be used, in whole or in part, to populate the contract schedules. As such, you should make clear and unambiguous statements about the commitments you are making.

The National Archives reserves the right not to appoint and to achieve the outcomes of the project through other methods.