

**THE NATIONAL ARCHIVES**

**DEVELOPMENT OF TRAINING RESOURCES FOR DIGITAL PRESERVATION IN THE  
ARCHIVE SECTOR**

**INVITATION TO TENDER – OPEN COMPETITION**

**DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 18 OCTOBER 2019**

**CLARIFICATION QUESTION AND RESPONSES**

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

**Q1:** *Please can you clarify the volume of content and the estimated learner seat time required for this project?*

**A1:** Flexible depending on the content. It must include the time taken by the user to practice things in their own repository, not just screen time.

**Q2:** *Do you have an internal Subject Matter Expert we could work with to develop the resources required?*

**A2:** We will have active reviewers and can suggest key elements but we are not expecting to create expert subject matter in volume ourselves – tenders need to provide a significant level of expertise.

**Q3:** *Given the scope of contents to be covered (e.g. contents from ‘Organisational activities’ in Handbook, ‘Technical solutions and tools’, components of ‘Archive School’ learning, contributions from TNA lead and other content providers, etc.), approximately how long do you expect the completion of the full training pathway (from novice to ninja) to take the average end user? (excluding ongoing use as a drop-in support tool)*

**A3:** Flexible depending on the content. It must include the time taken by the user to practice things in their own repository, not just screen time.

**Q4:** *Would you like us to put forward our own suggestion for the use of different media formats within the given budget, based on the ITT outline and objectives?*

**A4:** Flexible leaving it to the contractor to put forward their own suggestions. However we would like to see a range of formats, depending on what suits the content.

**Q5:** *Do you require formal, scored assessments for progression through the pathway? Or should users be able to progress through completing sections without passing particular tests with set minimum pass marks?*

**A5:** Not a requirement to have formal scored assessments as long as there are clear reflective moments to underscore learning. Some users will be able to implement more of the pathway in practice than others and will be doing so in many different environments.

**Q6:** *Should users be awarded certificates or badges as they progress?*

**A6:** Yes. A certificate awarded at the end of a course or the end of each module. Could use Open Badges <https://openbadges.org/> for particular skills.

**Q7:** *Would you prefer on-site or remote content workshops and review meetings? Is it possible to put forward different cost options for consideration or is a single definitive total cost for delivery needed?*

**A7:** Different cost options but must have at least one on-site workshop.

**Q8:** *How soon after contract award would you be able to attend a kick-off meeting?*

**A8** As soon as possible

**Q9:** *Throughout the duration of the development, are there any fixed periods during which TNA lead and other contributors will not be available for reviews or feedback?*

**A9:** No