THE NATIONAL ARCHIVES

UPGRADES TO MIMIR DATABASE MANAGEMENT SYSTEM

INVITATION TO TENDER

**DEADLINE FOR TENDER SUBMISSIONS –
12 NOON (UK TIME), 24 SEPTEMBER 2021**

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. 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. Archives Inspire sets out our plans for the next few years.

1.2   TNA holds over 11 million historical and government records, houses approximately 550 staff and currently welcomes approximately 80,000 visitors per year.

1.3   TNA also fulfils a leadership role for the archive sector and work to secure the future of physical and digital records throughout the UK. As part of this role we administer funding, monitor sales of archives and manuscripts, maintain an authoritative database of historic archival collections and new accessions and a register of manorial documents underpinned by statute

2   MIMIR DBMS

2.1   The Mimir UI is a modern browser-based application interacting with an MS SQL database.

2.2   The Mimir system is a Java-based web application running on a built-in Tomcat Application Server (Spring Boot 2.0) and using Thymeleaf and a number of Spring frameworks. The system includes some integration with The National Archives email server using the MS Exchange API.

2.3   The system forms part of the wider Discovery infrastructure (https://discovery.nationalarchives.gov.uk/), which is The National Archives' platform for publishing collections metadata through extract and transfer of files.

2.4   Mimir supports delivery of the following data services:

(a) National Register of Archives (NRA) – the largest collections in the UK of finding aids relating to British history. NRA consists of two parts – the finding aids and the indexes. Presentation of the indexes is integrated within TNA's Discovery catalogue and is managed in Mimir.

(b) Manorial Document Register (MDR) - a central register recording the nature and location of English and Welsh manorial archives. Presentation of the indexes is integrated within TNA's Discovery catalogue and is managed in HMC Admin.

(c) ARCHON Directory - contains contact and access details of repositories within the UK and selected repositories around the world. This module is available to search via TNA's Discovery catalogue and entries are managed in HMC Admin.

(d) Accessions – contains data of archives accessioned, mainly by local authority managed archive services, but has been extended to include other archives in the UK and Ireland.

(e) Sales Monitoring – provides a searchable database of manuscript lots sold at auction and in booksellers catalogues to inform our advice to government, grant awarding bodies and the archive sector on the fairness of offer and asking prices against the current market. It also allows The National Archives (through its connection with ARCHON) to notify repositories of lots within their collecting remit.

(f) Places of deposit – contains information on types of records held by certain archives under specific public records legislation and is vital for the process of calculating and distributing £710,000 of New Burdens payments annually to Places of Deposit (PODs) and coroner's courts to 2025.

2.5 The system was developed recently (2019/20) and does a good job of meeting its specified needs however we now wish to extend and streamline some aspects of the system to make it a more powerful and efficient data tool.

3. KEY DELIVERABLES

3.1   TNA wishes to procure a service that will:

(a) take an iterative, agile and user centred approach

(b) work within the existing system architecture

(c) continue to be future-proof in terms of adapting to changing technology (browsers and portable devices) and standards

(d) incorporate a robust audit trail

(e) maintain the integrity of the existing data

(f) continue to interact with our Discovery infrastructure

(g) ensure continued delivery of the services outlined at 2.4

3.2   The principal development work will consist of:

(a) Ensuring more consistent behaviour of the search and sort functionality within the system

(b) Providing the ability to edit some additional fields within the UI

(c) Changes based on user feedback to streamline the process of adding newly accessioned collections to the system

(d) Improvements to the Sales workflow including improved visibility of audit information

(e) The ability to update records in bulk and export displayed results from most screens in a standard format (e.g. CSV) as well as some bespoke reporting combining data from multiple screens/tables

(f) Stylistic improvements to increase readability across the interface

4.0   REQUIREMENTS GENERAL

4.1 The purpose of this Procurement Process is to select a Supplier to provide:

(a) all licensing as may be required;
(b) software set-up and configuration, and/or comprehensive configuration training
(c) relevant documentation

4.2   Changes to the system MUST be such that it can continue to be independently certified against recognised information security standards such as ISO270001, or Cyber Essentials Plus

4.3   The maximum available budget for this project is £30,000 inclusive of all taxes and expenses (£25,000 exclusive of VAT)

5.   HOW TO RESPOND

5.1   If you have any clarification questions related to this requirement, please submit these procurement@nationalarchives.gov.uk   by 13 September 2021.

5.2   Please submit your response to this requirement to procurement@nationalarchives.gov.uk by 12 noon (UK time) 24 September 2021.

5.3   Your response should comprise the following:

5.4   Your **contract price** for the requirements specified in this document, inclusive of all required services, for the full contract term of 3 years. Unless you specify otherwise, we will assume that;

   (a) TNA will have the ability to increase license volumes annually based on business needs, and that any additional licenses will be supplied at the unit prices specified in your response;

   (b) TNA will have the ability to reduce license volumes annually based on business needs, and that the total annual price will reduce accordingly.

   (c) NOTE: TNA is able to reclaim VAT on cloud products. We would ask you to detail in your contract price where VAT is chargeable by yourselves, and whether each VAT-able line item relates to a cloud service or not.

5.5   A description of how you propose to add value and benefit to The National Archives throughout the contract period, in particular by providing examples of your expertise, your experience of the public sector environment/archive sector, any relevant industry certifications you hold to support this element of your submission, and any innovative functionality that offers benefit to end users above and beyond requirements detailed (for example collaboration, analysis etc).

5.6   Your proposed Service Level Agreement (SLA) that will apply throughout the contract period. As a minimum, you should describe your service hours of operation and response times.

5.7   Your security certification. You must hold Cyber Essentials Plus or ISO270001 certification or some equivalent.

5.8   If you have any creative proposals as to how our requirements could be delivered in a more cost effective way than currently specified, please feel free to include these in your response.

6. EVALUATION CRITERIA

6.1 Responses will be evaluated as follows:

Price (Section 4.3)	20%
Quality (Sections 3.1, 3.2, 5.5)	80%
Security certification (Section 5.7)	Pass/Fail

6.2 Quality criteria will be evaluated using the following criteria:

10 Points	**Outstanding:** • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support all elements of their response • The evidence supplied is convincing and highly relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches
7 Points	**Good:** • Potential Supplier has provided a response that addresses all parts of the requirement • Potential Supplier has provided evidence to support most elements of their response • The evidence supplied is good and relevant to the requirement • Potential Supplier's response is clear and easy to understand • Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches
4 Points	**Average:** • Potential Supplier has provided a response that addresses some parts of the requirement • Potential Supplier has provided evidence to support some elements of their response, but not all • The evidence supplied has some limited relevance to the requirement

	• Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
1 Point	**Poor:** • Potential Supplier has provided a response that fails to address most parts of the requirement • Potential Supplier has provided little or no evidence to support most elements of their response • The evidence supplied is very weak and has very limited relevance to the requirement • Potential Supplier's response is not always clear and easy to understand • Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches

6.3   Price scores will be based on a comparison between each Supplier's price offer, based on the percentage difference from the lowest bid price. The lowest offered price will receive the maximum pre-weighted score of 10 points, a price which is 20% higher will receive a score of 8 (i.e. the maximum score minus 20%).

6.4   Following this evaluation, TNA may wish to ask a maximum of three Potential Suppliers to demonstrate their solution. The demonstration will then be considered among the other Quality elements when making a contract award decision.

7. PROCUREMENT TIMETABLE

7.1   The following timetable will apply:

Description	Date(s)
Invitation to Tender issued	2nd September 2021
Deadline for submission of clarification questions	5pm (UK time) 13th September 2021
Deadline for TNA to answer clarification questions*	15th September 2021
Deadline for submission of Tender Responses	12 noon, 24th September 2021
Timebox for TNA to evaluate submissions	27th/28th September 2021
Timebox for TNA to invite shortlisted suppliers to demonstrate their solution	27-30th September 2021
Contract award	1st October 2021

*Any clarification question that TNA deems to be relevant to more than one Potential Supplier will be shared with all Potential Suppliers via Contracts Finder.

8.   CONTRACT

8.1   The contract will be governed by our standard terms and conditions, which can be found [here](#).

8.2   TNA reserves the right, at its sole discretion, not to appoint for this requirement and to achieve its aims through other means.