



THE NATIONAL ARCHIVES

EVALUATION OF THE DIGITAL CAPACITY BUILDING STRATEGY PROGRAMMES PLUGGED IN, POWERED UP

INVITATION TO TENDER

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON UK TIME, 17 JUNE 2022

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 PLUGGED IN, POWERED UP: BACKGROUND

- 2.1 Our digital capacity building strategy, '[Plugged In, Powered Up](#)' set out an ambitious [plan of programmes](#), training and resources to support the archives sector meet its digital ambitions. It set out a [plan](#) for three business years of work and was delivered from 2019 to 2022
- 2.2 The Plugged In, Powered Up strategy reflected issues and priorities identified through a large scale survey of over 300 archive professionals, carried out with Jisc at the beginning of 2019 and a series of focus groups, challenge panels and desk research.
- 2.3 A number of programmes and resources were created to help build digital capacity in the archive sector, including:
 - (a) [Case studies](#) - These case studies offer practical examples of how archive services have implemented digital preservation processes and systems in their organisations. Each study covers their paths to digital preservation, stakeholder engagement, and the barriers that they have overcome. The case studies also provide useful tips for other archive professionals, including those who are just starting to establish digital preservation practices in their workplace.
 - (b) [Advocacy resources](#) - We created a series of Plugged In, Powered Up advocacy resources to help explain the importance of developing digital preservation, access and engagement skills across the sector.
 - (c) [Novice to Know-How](#) - We commissioned the Digital Preservation Coalition (DPC) to create Novice to Know-How, an online training resource. The training provides learners with the skills and confidence required to implement a simple and proactive digital preservation workflow within their organisation. The emphasis was on a free, easy-to-use solutions, the training has been researched, developed, and tested by experts within the digital preservation community.
 - (d) [Peer mentoring programme](#) - This aims help build relationships between confident digital practitioners and professionals who have limited experience of digital work. Mentors meet their mentees online once or twice a month over six months to support the development of a digital

project. The first cohort of peer mentors and mentees worked together from April to October 2020, followed by a second cohort from January to July 2021. A third cohort are currently supporting each other from January to July 2022.

- (e) [Digital preservation workflows](#) - In this online guidance, a workflow is a number of connected steps that need to be followed from start to finish in order to complete a process. The guidance aims to support archives in the UK to move into active digital preservation work by providing those who look after archives with:
 - Practical examples for managing born digital content, which they can change and use in your own organisation
 - Actions for how to process and preserve born digital content, including using free software
- (f) [Digital preservation architectures](#) – we published a set of web pages explaining the group of technologies used by a range of archives used to accession, store and give access to digital collections.
- (g) Archive School – a set of practical, hands-on taught sessions delivered by specialists, on site at The National Archives covering the essentials of digital preservation.
- (h) [Digital Archive Learning Exchange \(DALE\)](#) – a series of events in which archivists and other experts discuss successes and challenges of digital work. Mostly delivered via YouTube.
- (i) [Digital Collaborate & Innovate Grants](#) – existing grants programmes were given extra funding to support digital capacity building, particularly with a focus on engaging audiences.
- (j) [A digital engagement toolkit](#) – a web resource looking at effective use of social media platforms and successful digital storytelling.

3 PROJECT AND DELIVERABLES

3.1 We are looking to evaluate the success of Plugged in, Powered Up in terms of measurable improvements in digital knowledge and skill within the archive sector.

3.2 To this end, we are seeking a supplier to deliver the following:

- a) Work together with The National Archives to co-create a set of questions for a new online survey, framing some questions in accordance with the 2019 survey to allow direct comparison of responses and illustrate progress
- b) Design and administration of the survey using a suitable online tool
- c) Provision of the full survey data, a detailed results summary and key findings document which will help The National Archives formulate future strategy and meet the identified needs of the sector
- d) To recruit (with the help of contact data from The National Archives) and run 1-2 focus groups involving a variety of archives by size, type, location and digital maturity to further contextualise these quantitative findings

3.3 The National Archives will provide the previous survey questions and report to the appointed supplier, for comparison and discussion.

3.4 The work must be completed by 30 September 2022.

3.5 The budget for this work is £15,000 (excluding VAT)

4 HOW TO RESPOND

4.1 It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion. However please ensure your Tender Response addresses **as a minimum**:

- a) Your **experience** in meeting similar requirements, particularly in the archive or heritage sector(s), including the **named individuals** you will assign to this project, with their CVs and/or work histories. Please note you must score a minimum of 7 for this criterion, as detailed in Section 5, to be considered for contract award.
- b) Your proposed **methodology** and **timeline** for delivering against the requirements. Please note you must score a minimum of 7 for this criterion, as detailed in Section 5, to be considered for contract award.
- c) Your **total contract price**, which must be inclusive of travel and all other expenses

4.2.1 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by 5pm (UK time) on 8 June 2022.

4.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by 12 noon (UK time) on 17 June 2022.

5 EVALUATION CRITERIA

5.1 Responses will be evaluated as follows:

Price (Section 4.1 c)	20%
Experience (Section 4.1 a)	40%
Methodology and timeline (Section 4.1 b)	40%

5.2 Price scores will be evaluated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

$((\text{lowest submitted price} / \text{bidder's submitted price}) * 10)$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points – $((10,000/10,000)*10) = 10$

Bidder 2 is awarded 5.88 (unweighted) points – $((10,000/17,000)*10) = 5.88$

Bidder 3 is awarded 3.23 (unweighted) points – $((10,000/31,000)*10) = 3.23$

5.3 Quality categories will be evaluated according to the table below:

10 Point s	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 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 Point s	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 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 Point s	Average: <ul style="list-style-type: none"> • 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:

	<ul style="list-style-type: none"> • 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
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- 5.4 Once tender responses have been evaluated, the top 3 ranked potential suppliers will be shortlisted for interview and/or to give a presentation of their submission, after which an award decision will be reached. Tender responses from those shortlisted suppliers will then be re-evaluated, taking the presentation into account for quality score purposes.

6 PROCUREMENT TIMETABLE

6.1 The following timetable will apply:

Description	Date(s)
Invitation to Tender issued	1 June 2022
Deadline for submission of clarification questions	5pm (UK time) 8 June 2022
Deadline for submission of Tender Responses	12 noon (UK time) 17 June 2022
Timebox for TNA to evaluate submissions	21 to 23 June 2022
Timebox for TNA to invite shortlisted suppliers for interview	Week commencing 27 June 2022
Contract award	1 July 2022
Contract start date (anticipated)	By 18 July 2022
Contract end date	30 September 2022

*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.

6.2 TNA reserves the right, at its sole discretion, not to appoint for this requirement.