

**EVALUATION OF  
TRANSFORMING ARCHIVES AND OPENING UP SCOTLAND'S ARCHIVES**

**DEADLINE FOR TENDER RESPONSES: 5PM, 21 APRIL 2017**

**CLARIFICATION QUESTIONS AND RESPONSES**

The National Archives has received a number of clarification questions relating to this opportunity. Please find below a list of those questions and their associated responses.

*Q1: Please could you give a broad indication of the volume and nature of evaluation data you have collected throughout the life of the project and the format that this would be made available in?*

A1: Evaluation data collected so far includes:

- Questionnaires with trainees at different point of traineeships
- Interviews with host archives
- Monthly Learning Logs from trainees (Word Document)
- Blog articles and other social media activity hasn't been formally collected but is available for review.
- Quantitative data about the programme including demographic data and information about demographics of the archive sector is also available.

*Q2. Please confirm the number of people involved in gathering the data mentioned in Q1.*

A2: 1 supplier collected this data

*Q3: Please could you tell me how many archives have been involved in hosting the 56 trainees across the three years, and broadly their geographic distribution?*

A3: 13 host archives in England (based in London, Windsor, Norwich, Chippenham, Stratford-upon Avon, Norwich, Peterborough, Chester, Manchester, Leigh and Hull).

12 host archives in Scotland (Edinburgh, Glasgow, Dundee, St Andrews, Motherwell, Falkirk, Midlothian, Stornoway).

*Q4: Please could you confirm how many of the trainees you have current contact details for?*

A4: We have contact details for the majority of trainees (although it can be difficult to get a response from some).

Q5: *Please can you tell me how this ITT differs from the Evaluation which was published in December 2015 which was for the same programme and included a final project evaluation?*

A5: After the previous tender was awarded, the decision was made to limit the work of this supplier to carrying out the extensive data gather needed. This revised and re-scoped ITT therefore uses that data to create the reports and evaluation needed.

Q6: *What data will be available for the evaluation?*

A6: Please see Q1/A1 above.

Q7: *Can you share the evaluation plan that was written for the programme?*

A7: Full details of the evaluation plan will be shared with the successful supplier.

Q8: *Which (host, funder or other) organisations have supplied data?*

A8: The great majority of host organisations have submitted data. The list of host organisations is below:

13 host archives in England (based in London, Windsor, Norwich, Chippenham, Stratford-upon-Avon, Norwich, Peterborough, Chester, Manchester, Leigh and Hull)

12 host archives in Scotland (Edinburgh, Glasgow, Dundee, St Andrews, Motherwell, Falkirk, Midlothian, Stornoway).

As detailed in the tender further stakeholder engagement work with strategic partners will need to be carried out, and the supplier will work with SCA and TNA to establish the list of contacts and how to achieve this work.

Q9: *It would be useful to see an example questionnaire or interview schedule or data collection template if you are in a position to share these at this stage.*

A9: These will be available for the chosen supplier but we are not able to share them at this stage.

Q10: *Regarding Section 4.3 of the ITT, are you in a position to supply a list of funders that have already been accessed or details on the process you have used to find existing funders?*

A10: This is an HLF funded project. Both organisations have high awareness of HLF programmes and have successfully achieved HLF funding before. The identification of new funders is to enable future, similar projects to be able to achieve appropriate funding and to enable a more diverse funding base.

Q11: *Regarding Section 6.2.4 of the ITT, do you have any expectations on the type of written work that you would like to receive or a limit on the length of the written work you would like supplied? For example, would evaluation reports, academic journal articles, key findings summaries be appropriate?*

A11: As mentioned in the ITT we expect as a minimum

- A final report;
- Summary of key findings;
- Case studies; and
- Re-usable infographics.

Suppliers should explain why they have chosen the type and style of written output selected, and demonstrate why it is appropriate for this piece of work.

Q12: *Re Budget (Section 5.1 of the ITT), the ITT excludes travel. We see the rationale for excluding travel, given the nature of the projects to be evaluated, but wonder if there are any more guidelines you could provide on the treatment or billing of travel costs which might be entailed in the work. Would the contractor pass on any relevant, agreed travel costs (at cost) for reimbursement? Or are they to be absorbed by the contractor?*

A12: Travel will be a light part of this stage of the proceedings as the evidence gather has already been carried out. Travel costs should be agreed in advance, for reimbursement. The budget on the ITT is the maximum budget for the project.

Q13: *Can you confirm the formal end dates of the two projects to be evaluated?*

A13: The projects will both end in November 2017.

Q14: *Could you please clarify the scope and format of the existing evaluation data relating to the trainees, host organisations, and any relevant information/data arising from joint work across the Transforming Archives and Opening Up Scotland's Archives?*

A14: Please see Q1/A1 above.

Q15: *Are there project specific outcomes for Transforming Archives or Opening Up Scotland's Archives that a response to the evaluation brief needs to take account of?*

A15: The two projects are working to the shared project aims as outlined in the tender document. There are specific project outcomes relating to recruitment. The individual context within Scotland and England also needs to be taken into account.

Q16: *What is the split of the 56 traineeships across each programme and at what qualification level were the traineeships targeted?*

A16: There are 37 trainees within the Transforming Archives project and 19 trainees as part of Opening Up Scotland's Archives. We did not recruit for a specific qualification level (unless specified by a host archive service) but recruited for skills and motivation. Traineeships were open to non-graduates.