



THE NATIONAL ARCHIVES

EXPERIENCED RESEARCHER / EDITOR – EARLY MODERN LEGAL RECORDS

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 16 DECEMBER 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. We are the guardians of some of our most iconic national documents, dating back over 1,000 years. We are an accredited archive service.
- 1.2 Our 21st-century 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.
- 1.3 The Collections Expertise and Engagement department (CEE) provides both expert knowledge of the records of The National Archives and advice on how to access and interpret them.

2 PURPOSE AND BACKGROUND

- 2.1 The purpose of this procurement is to appoint an experienced researcher/editor with detailed knowledge of medieval and early modern English and Welsh names and place names, of likely contemporary subjects/vocabulary of litigation, and of TNA reference systems, to create searchable descriptions in TNA's online catalogue *Discovery* of over 13,000 detailed complaints by the tenants of the Tudor Duchy of Lancaster.
- 2.2 The litigation records of the court of the Duchy of Lancaster, the private estate of the monarch as duke, are both voluminous and rich. They give important insights into people, places, land use and landscapes – including landscapes now lost (e.g. the Lancashire peat mosses, the deer forests of the Peak District) and industries long gone (e.g. the Derbyshire lead mines) – in the Early Modern Duchy. Improved access to these records will provide a vital link between the medieval world of the Cowcher Books, the deluxe illuminated register created in c. 1402 that provides a comprehensive early inventory of properties and rights, and the Duchy as it is today.
- 2.3 A multi-volume calendar of Duchy records, the *Ducatus Lancastriae*, was published in 1823-34. It is still the only access to the complaints by the tenants of the Tudor Duchy. Unfortunately, it uses variant contemporary spellings, acceptable for browsing a printed text but inadequate for searching. This information therefore needs editing before being converted into searchable online catalogue data.
- 2.4 The overall aim of the project is to democratize the contents of the litigation records. This will be achieved by creating short title descriptions containing plaintiff versus defendant, places and broad subject area derived from the *Ducatus Lancastriae*. This will allow the general public, genealogists, local, family and community researchers, students of history, regional archaeological and historical societies, and museum and heritage professionals to move beyond an idiosyncratic referencing system within *Discovery* and begin to make new research connections for themselves.
- 2.5 The project is funded by the The National Archives and the contract length will be three months (1 January – 31 March 2022).
- 2.6 Due to the nature of the work, remote working is the preferred methodology for this contract, though some of the work must be carried out at TNA's premises (Kew, Richmond, Surrey TW9 4DU). TNA has measures in place to mitigate COVID risk, which you can find [here](#).

3 HOW TO RESPOND

- 3.1 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 7 December 2021**.
- 3.2 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 16 December 2021**.
- 3.3 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 includes as a minimum:
 - 3.3.1 **Confirmation** of your availability to work from 1 January 2021 (latest start date) until 31 March 2022 (earliest finish date);
 - 3.3.2 **Confirmation** that you are content to carry out work, as necessary, at TNA's premises;
 - 3.3.3 Details of your prior **experience** of conducting editing of this type;
 - 3.3.4 Details of your **experience and/or qualifications** relating to place name research;
 - 3.3.5 Your proposed **hourly rate**, exclusive of VAT but including travel and any other expenses. Please advise us if you do not charge VAT.

4 EVALUATION CRITERIA

4.1 Your Tender Response will be evaluated using the following criteria:

Confirmation of work dates	Pass/Fail
Confirmation of work place	Pass/Fail
Quality - Experience of similar research	35%
Quality - Experience/qualification(s) in medieval Latin	35%
Price - Hourly rate	30%

4.2 Price scores will be based on a comparison between each Potential Suppliers' 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 (ie the maximum score minus 20%).

4.3 Other categories will be evaluated according to the table below:

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 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: <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 Points	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

	<ul style="list-style-type: none"> • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches
1 Point	<p>Poor:</p> <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

- 5.4 Following this evaluation, TNA may wish to ask a maximum of three Potential Suppliers for interview. The interview will then be considered among the other Quality elements when making a contract award decision.

5 PROCUREMENT TIMETABLE

5.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	25 November 2021
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	12 noon 7 December 2021
3	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm (UK time) 16 December 2021

* *Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers.*

6 CONTRACT TERMS

- 6.1 The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- 6.2 TNA reserves the right not to award and to complete its objectives through other means.