

**Invitation to Tender - Provision of a Research Study to  
Scope The National Archives' Digital Research Challenges**

**On behalf of The National Archives**

**Issue Date: June 10<sup>th</sup>, 2015**

**Deadline for Response: Midday, July 9<sup>th</sup>, 2015**

## **1. INTRODUCTION**

The National Archives (TNA) is the official archive of the UK government and for England and Wales, making available to the public a vast collection of historical records dating back over 1,000 years. The National Archives has a long history of working with academics, universities, and UK funding councils. One of the priorities of the new Research and Collections Directorate at TNA is to shape a programme of world-class digital research.

Archives form the evidence base for arts and humanities research. The advent of the digital universe, and the shift to born digital records, has created fundamental and urgent challenges. Opportunities exist to enable greater understanding of those challenges across the archive and information sectors in the UK and globally.

TNA wishes to appoint a supplier to produce a study to scope major archival digital research challenges internationally, and to deliver a gap analysis to understand the current state-of-play, in order to establish a baseline for our future research activities. Written in plain English, the scoping study will draw on national and international research to identify key trends and major digital research challenges. Outlining a clear methodology with identified deliverables at each stage, the successful supplier will balance scope and value for money.

## **2. PROJECT SPECIFICATION**

The contractor will work in conjunction with those running relevant TNA initiatives in order to ensure that their viewpoints and needs are taken into consideration, and that duplication and overlap are avoided. The Directorate is commissioning a study to:

- Provide a brief overview of the archival and informational digital research landscape
- Identify the key digital research challenges facing the archive and information sector globally and facing TNA in particular within that sector
- Assess the current research landscape in relation to each challenge, encompassing key players, universities and research institutions, previous and current research
- Deliver a gap analysis to understand the current state-of-play and provide recommendations as to how TNA should respond to each challenge, specifically, identifying where TNA's digital research efforts should most urgently be targeted, and how its research might best be taken forward, eg in collaboration, using another's research outputs etc.
- The report should also encompass an analysis of projects which are not absolutely essential, but which could enhance The National Archives' products and services.

### 3. TIMETABLE

- Invitation to Tender Published *June 10<sup>th</sup>, 2015*
- Deadline for Responses *July 9<sup>th</sup>, 2015*
- Time-Box for Potential Supplier Interviews *w/c July 13<sup>th</sup>, 2015*
- Contract Award *w/c July 20<sup>th</sup>, 2015*
- Project Completion *End-October, 2015*

### 4. BUDGET

The maximum available budget for the delivery of this project is £25,000.

### 5. EVALUATION CRITERIA

Tender submissions will be evaluated on a combination of Price (40%) and Quality of Response (60%).

### 6. SUBMISSIONS

Please respond to this opportunity by:

- Describing how you would meet the requirements described in the Project Specification.
- Providing relevant evidence of your research experience and expertise, including details of relevant projects successfully completed in the past 2 years.
- Providing a total price for you to deliver the project.

The supplier will be required to sign a contract agreeing to The National Archives' standard terms and conditions of contract for services. We draw your attention in particular to Section A7 of these terms and conditions, covering Conflicts of Interest - <http://www.nationalarchives.gov.uk/documents/procurement-terms-conditions-services.pdf>

The National Archives reserves the right not to appoint and to achieve the outcomes of the project through other methods.

### 7. KEY DATES & CONTACTS

Please submit your proposal to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) by **Midday on July 9<sup>th</sup>, 2015**.

Please submit any clarification questions to [research@nationalarchives.gsi.gov.uk](mailto:research@nationalarchives.gsi.gov.uk)