

THE NATIONAL ARCHIVES

DEVELOPMENT OF GUIDANCE FOR DIGITAL PRESERVATION WORKFLOWS IN THE ARCHIVE SECTOR

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 05 NOVEMBER 2019

1 BACKGROUND

- 1.1 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. TNA is also an Independent Research Organisation (IRO) and research is at the heart of what we do, both to address the challenges and opportunities of digital, but also to research into the intellectual and material content of our historical records in order to enhance access to our collections. More information on TNA can be found at www.nationalarchives.gov.uk.
- 1.2 The Archive Sector Development department (ASD) is responsible for leadership of the archive sector in England, comprising over 2500 archives. Our work is framed by the new strategic vision, Archives Unlocked. Our approach to the leadership role is a collaborative one, supporting partnership working to encourage a sustainable and innovative archive sector <http://www.nationalarchives.gov.uk/archives-sector/projects-and-programmes/strategic-vision-for-archives/>

2 THE PROJECT

2.1 The 'Digital Preservation Workflows' capacity building stream is designed to provide practical guidance for implementing functional digital preservation workflows for a variety of digital formats using open source tools that will guide practitioners in implementing digital preservation for archives. For the purposes of this work we define a workflow as a sequence of connected steps to accomplish an activity from start to finish.

2.2 We are seeking a supplier to deliver the following:

- **Produce a set of guides covering each stage in a digital preservation workflow, encompassing at least two tools that can be used at each stage:**

Evidence of sector skills and capacity (JISC/TNA survey 2019) shows that there is a gap in many practitioners' knowledge and confidence to undertake active preservation actions. There is a lack of understanding of open source tools that can be used for digital preservation activities, including which open source tools are appropriate for each stage of a digital preservation workflow. There are well established lifecycle and reference models for digital records such as OAIS and the DCC Curation Lifecycle Model but there is a need for practical guidance that illustrates each stage of a workflow, the actions performed at that stage and which open source tools would be appropriate to use. These guides will support archives moving into active preservation work and provide a reference point that can allow them to understand how they might apply such workflows in their own institution. The workflow guides will be high level with illustrative scenarios, providing a rationale for each stage of the workflow. For these guides, the steps in the digital preservation workflow we would expect to see included are;

- Transfer in
- Pre-ingest
- Ingest
- Archival storage
- Access/Content Delivery

The guides should not assume a significant level of digital preservation knowledge on the part of the reader.

- **Create guides for workflows based on different media:**

Archives are responsible for preserving multiple media formats from a variety of sources, all of which can require different open source tools and management in their preservation. The workflow guides will encompass, but do not need to be limited to, the following;

- Born digital content on computer media, e.g. documents, images, emails
- Digital content on optical media, e.g. CDs and DVDs
- Digital content on removable media, e.g. hard drives, floppy disks, flash drives.

- **Offer a combination of text and visual guidance for each workflow:**

The guidance should include visual representations of workflows as well as supporting text for each workflow and should break down each stage of the workflow into specific actions and tasks undertaken at each stage. These may include links to pre-existing assets (e.g. YouTube videos) or definitions of complex terms.

- **Engage with related work-streams and projects in the Digital Capacity Building Programme to present a coherent approach:**

These work-streams and projects are specified in 'Use of the work' (section 2.4).

2.3 **Learning objectives:** The Digital Preservation Workflows guides will:

- Give archive practitioners practical examples of workflows for managing digital content that they can modify and adapt for their own institutions.
- Provide concrete actions for how to process and preserve digital content in the context of high level life cycle and reference model abstractions.

2.4 **Use of the work:** The Digital Preservation Workflows will be an online resource promoted across the archives sector in England. As one of several work-streams in the Digital Capacity Building Programme it will:

- Dovetail with and to an extent parallel the intensive on-site teaching experience provided to novice practitioners through 'Archive School' (5 modules covering file profiling, format research, metadata and extraction tools, storage risk assessment and access). Tools demonstrated include DROID, Python, CSV validator, Apache Tika, HexEditor, TeraCopy and access tools tbc.
- Dovetail with and to an extent parallel the Novice to Ninja stream, which will provide an online development pathway, guiding new starters (novices) and intermediate practitioners towards expert (ninja) status in implementing digital preservation for archives.
- Support the members of the Digital Archives Learning Exchange and Bridging the Digital Gap trainees in building their skills.
- Be promoted by TNA for wider archives sector skills development – it must be openly accessible for sector benefit.

2.5 The work must be completed by 31 March 2020.

2.6 The maximum available budget for this project is £12,500, excluding VAT but including all other expenses.

3 METHODOLOGY AND DELIVERABLES

- 3.1 We believe the methodology for delivering this requirement should include gap analysis, workflow drafting and resource creation to include:
- Background research to identify existing tools and supporting documentation, and to understand how far these meet archives sector workforce needs (including Digital Preservation Coalition, JISC and Bridging the Digital Gap training content).
 - Liaise (via The National Archives lead) with other work-stream content providers to ensure parallel coverage of key tools and topics.
 - Pilot a small number of workflow guides with Digital Archives Learning Exchange (DALE) members and/or Bridging the Digital Gap trainees to ensure they are at a suitable level to support sector skills.
 - Create the full suite of workflow guides in a style and at a level which directly engages with the needs of the archives sector workforce.
- 3.2 The Digital Archives Learning Exchange (DALE) can provide a forum for some of the sector capacity understanding, and act as a sounding board to ensure the final product delivers something tangible for the sector. Bridging the Digital Gap trainees, who have technical skills on appointment, may be a forum for providing feedback at a more technically skilled level. The National Archives lead can put contractors in touch with relevant contacts.
- 3.3 The outcomes to be delivered by this requirement are to encompass digital preservation workflows using open source tools as a viable methodology for archive practitioners to undertake digital preservation work in their institution:
- To give archive practitioners practical examples of workflows for managing digital content that they can modify and adapt for their own institutions.
 - To provide concrete actions for how to process and preserve digital content in the context of high level life cycle and reference model abstractions.

5 HOW TO RESPOND

- 5.1 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**:
 - 5.1.1 Your **experience** in meeting similar requirements, particularly in the archive or heritage sector(s);
 - 5.1.2 The **named individuals** you will assign to this project, with their CVs and/or work histories;
 - 5.1.3 Your proposed **methodology** and **timeline** for delivering against the requirements;
 - 5.1.4 Your **total contract price**, which must be inclusive of all travel and other expenses.
- 5.2 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm (UK time) on 23 October 2019**.
- 5.3 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 05 November 2019**.

6 EVALUATION CRITERIA

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

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
Quality (Sections 5.1.1 to 5.1.3 of your Tender Response)	10	8	80
Price	10	2	20

6.2 TNA reserves the right to shortlist an envisaged maximum of 3 Potential Suppliers to be invited for interview. After those interviews, those invited Potential Suppliers will then be re-scored, as above, but taking the interview into account as part of the overall Quality category.

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

6.4 The Quality category will be evaluated according to the table below:

10 Points	<p>Outstanding:</p> <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 which add significant value to the project.
7 Points	<p>Good:</p> <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 which may add some value to the project

4 Points	<p>Average:</p> <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, and/or has failed to demonstrate any value added to the project.
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, and/or has failed to demonstrate any value added to the project.

7 PROCUREMENT TIMETABLE

7.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk *	5pm, 23 October 2019
2	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	12 noon, 05 November 2019
3	Timebox for evaluation of Tender Responses, including shortlisting for interview stage	06 - 08 November 2019
4	Interviews (if required)	12 November 2019
6	Contract award	13 November 2019
7	Project completion	31 March 2020

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

8 CONTRACT TERMS

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