



THE NATIONAL ARCHIVES

AI FOR DIGITAL SELECTION – ADLIB ELEVATE

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 25 NOVEMBER 2019

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions relating to this opportunity. Those questions, and their associated responses, are detailed below.

Q1: *Bidding from (Non EU country), Is it allowed for this Tender? Or does your Organisation accept Bids outside of the country? Do we need special permissions or Specific Country Identification Number?*

A1: There are no restrictions on applicants from overseas countries applying for these opportunities. However please see the requirements, as advertised, for (a) security clearance for personnel and (b) cloud security, and ensure you can meet the necessary standards.

Q2: *Does this RFP have a clause on EMD, Insurance, Liability pre or post awarding the Bid a mandatory criteria?*

A2: Please clarify what you mean by EMD. There are no restrictions on the lines you set out. However please see the requirements, as advertised, for (a) security clearance for personnel and (b) cloud security, and ensure you can meet the necessary standards.

Q3: *Does it require a hard copy submission?*

A3: No, electronic submissions are preferred.

Q4: *Is there a physical presence required for a pre-bid Brief Meeting or can it be done virtually?*

A4: As this is a collaborative, multi-strand project, we would like suppliers to co-locate to The National Archives for at least 1 day per week.

Q5: *Is there a dependence of Liability insurance that is to be provided during the submission of response to the bid?*

A5: Our insurance requirements are laid out in our standard contract terms. For your reference, the relevant clause is:

The aggregate liability of the Supplier in respect of all defaults, claims, losses or damages howsoever caused, whether arising from breach of the Agreement, the supply or failure to supply of the Services, misrepresentation (whether tortious or statutory), tort (including negligence), breach of statutory duty or otherwise shall in no event exceed a sum equal to 125% of the Charges paid or payable to the Supplier

In summary, we would need to be satisfied your insurance covered a minimum of 125% of the contract value.

Q6: *What is the business problem you are trying to solve and why? Is it purely preservation and access?*

A6: The purpose of the project is to understand more about the tool and whether it would be useful to government departments that need to identify records for transfer to The National Archives for permanent preservation. It is not about preserving or accessing the records, just identifying records that would help Information Managers with the process of selecting records from potentially petabytes of data held in their systems.

Q7: *How is the data to be processed going to be used after processing?*

A7: As this is a research project there are currently no plans for further processing.

Q8: Will the EDRMS be the platform for providing internal and external access to data? How will they query the data set?

A8: We will provide the data on a hard drive exported with filepaths, dates and categories (e.g. policy, communications, projects).

Q9: *What is the ultimate system of record? Is it your EDRMS and if so, what software are you currently running?*

A9: The records from an EDRMS are from Objective. The records from a shared drive are from a Windows environment.

Q10: *What is the definition of document importance? How do you determine document importance today?*

A10: Each department has their own definitions of what makes a document worthy of permanent preservation (see <https://www.nationalarchives.gov.uk/information->

management/manage-information/selection-and-transfer/selecting-records/osp-subject/). For the purposes of this project the data is categorised and these categories are allocated a disposal decision, either to be kept permanently or disposed of.

Q11: *Do you have a defined list of topics and/or a predefined topic taxonomy?*

A11: Yes but we are also interested in learning the tool can categorise records through their content.

Q12: *What is the definition of routine vs. non-routine? Are you able to give us an example?*

A12: This may not have a bearing on whether documents are selected or not but it could be something identified separately: e.g operational statistics are generated routinely, but so are contracts (which may or may not be selected for permanent preservation).

Q13: *How are you looking to use the tool in a Business As Usual (BAU) scenario?*

A13: As this is a research project there are currently no plans to use the tool in a BAU environment.

Q14: *You have outlined phase 1 and phase 2, please describe the ongoing production environment. Type of user, type of queries, what are you looking to achieve in a BAU scenario.*

A14: As this is a research project there are currently no plans to use the tool in a BAU environment.

Q15: What is the total scope of the unstructured data?

A15: Approx 20GB.