



## **THE NATIONAL ARCHIVES**

### **DEVELOPMENT AND DELIVERY OF END POINT ASSESSMENT FOR THE LEVEL 7 ARCHIVIST AND RECORDS MANAGER APPRENTICESHIP**

#### **INVITATION TO TENDER – OPEN COMPETITION**

**DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME) 10 JANUARY 2022**

## **1 ABOUT US**

- 1.1 The National Archives is a non-ministerial government department. The Chief Executive of The National Archives is the statutory Keeper of Public Records who reports to the Secretary of State for Digital, Culture, Media and Sport. We incorporate the Office of Public Sector Information and Her Majesty's Stationery Office. We also perform the Historical Manuscripts Commission's functions in relation to private records.
- 1.2 TNA is the official archive and publisher for the UK government and guardians of over 1,000 years of iconic national documents. Archives can be used in a variety of ways, from enabling insightful and pioneering research, and inspiring art and literature, to informing decision making in all types of organisations.
- 1.3 Since 2012 TNA has held the responsibility for leadership of the archives sector. Part of its purpose is to ensure sustained or improved preservation of and access to the nation's archive collections across the private, public and voluntary sectors.

- 1.4 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 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.
- 1.5 The National Archives chaired a panel of experts and employers from across the Archives and Records Management sector to create a level 7 Apprenticeship for Archivists and Records Managers. The Apprenticeship has the support of the relevant professional bodies and has been approved for delivery by the Institute for Apprenticeships and Technical Education. The National Archives is supporting the development of the End Point Assessment to ensure the successful delivery of the Apprenticeship, which is hoped will improve opportunities to enter the Archives workforce, to support an inclusive and resilient sector.

## 2 PURPOSE AND BACKGROUND

- 2.1 The purpose of this procurement process is for The National Archives (TNA) to select a supplier to develop the end point assessment (EPA) process for the Level 7 Archivist and Records Manager apprenticeship standard.
- 2.2 The work will take place across two phases. Please see Section 3 for details.
- 2.3 The overall budget is **£56,000** to be spread across two financial years up to March 2023. The budget for Phase 1 **is £24,000**. The remainder **£32,000** would be for Phase 2, though please note that we can only commit to Phase 1 at this stage as Phase 2 is dependent on TNA having sufficient budgetary resources available in our next financial year. All figures herein are exclusive of VAT, but inclusive of travel and all other expenses.

### **3 REQUIREMENT**

- 3.1 The supplier will develop the End Point Assessment process for the Level 7 Archivist and Records Manager Apprenticeship. This will include submitting and gaining approval to deliver the EPA from the relevant authorities, developing and delivering training for EPA specialists and developing the EPA process.
- 3.2 In Phase 1, which must be completed by 31 March 2022, the supplier will:
- Develop and submit documentation to the relevant authorities in preparation for delivering the EPA Organisation.
  - Assess expertise available for EPA, and create a development package with leading sector and assessment specialists.
  - Map and design the assessment process.
  - Commission the creation of Assessor resources.
  - Any other preparatory work which you feel can be achieved and completed by the deadline of 31 March 2022. Please tell us about this in your tender response. We are keen for as much work as possible to be completed during Phase 1, while remaining in budget for this Phase.
- 3.3 In Phase 2, which must be completed by 31 March 2023, the supplier will:
- Submit the EFSA application; complete the creation of the assessor resource, ensure 'readiness' for Ofqual QA; recruit and train assessors ensuring they reach the relevant required qualification; induct assessors. Phase 2 must include any and all work to enable the EFSA application; please tell us about this in your tender response.
- 3.2 The work must be completed and submitted to TNA by 31<sup>st</sup> March 2022 for Phase 1, and 31<sup>st</sup> March 2023 for Phase 2 (subject to budgetary approval – see Section 2.3).

## 4 HOW TO RESPOND

- 4.1 If you have any clarification questions related to your response, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 4 January 2022**.
- 4.2 Please submit your response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 10 January 2022**.
- 4.3 An award decision will be made by **5pm (UK time) on 14 January 2022**.
- 4.4 It is for you to determine what format your submission should take so as to describe your offer in a clear, comprehensive and convincing fashion; however, you should note that the information you supply may be used, in whole or in part, to populate the Contract Schedules. As such, please make clear and unambiguous statements about the commitments you are making.
- 4.5 Your response should as a minimum include the following:
  - 4.5.1 Your **understanding** of the project and deliverables, and how you would phase the deliverables across two financial years.
  - 4.5.2 Details of your prior **experience** suited to the project, including understanding of workforce development programmes, policy and strategy.
  - 4.5.3 Your proposed **methodology** for delivery of the project outcomes, in both Phases 1 and 2.
  - 4.5.4 Names and experience of **individuals** assigned to the project, and their involvement with each phase or unit of the work.
  - 4.5.5 **Your contract price**, for Phases 1 and 2 – including breakdown for costs of each phase or unit of work, day rate of each team member and other costs or expenses.

## 5 EVALUATION

5.1 Submissions will be evaluated according to the following criteria:

Category	Maximum Score Available	Weighting	Maximum Available Weighted Score
Your understanding of the project and deliverables	10	2	20
Details of your understanding of the specific needs of the archive sector and apprenticeship delivery	10	2.5	25
Your proposed methodology for the work	10	2.5	20
Names and experience of individuals assigned to the project, and their knowledge of training and archives sector.	10	2	15
Price	10	2	20

5.2 Price scores will be based on a comparison between each Potential Suppliers' price offer, as calculated above, 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 (i.e. the maximum score minus 20%).

5.3 Quality categories will be evaluated according to the table below:

<b>10 Points</b>	<b>Outstanding:</b> <ul style="list-style-type: none"><li>Potential Supplier has provided a response that addresses all parts of the requirement</li></ul>
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	<ul style="list-style-type: none"> <li>• Potential Supplier has provided evidence to support all elements of their response</li> <li>• The evidence supplied is convincing and highly relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li> </ul>
<b>7 Points</b>	<p><b>Good:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses all parts of the requirement</li> <li>• Potential Supplier has provided evidence to support most elements of their response</li> <li>• The evidence supplied is good and relevant to the requirement</li> <li>• Potential Supplier's response is clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li> </ul>
<b>4 Points</b>	<p><b>Average:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that addresses some parts of the requirement</li> <li>• Potential Supplier has provided evidence to support some elements of their response, but not all</li> <li>• The evidence supplied has some limited relevance to the requirement</li> <li>• Potential Supplier's response is not always clear and easy to understand</li> <li>• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li> </ul>
<b>1 Point</b>	<p><b>Poor:</b></p> <ul style="list-style-type: none"> <li>• Potential Supplier has provided a response that fails to address most parts of the requirement</li> <li>• Potential Supplier has provided little or no evidence to support most elements of their response</li> <li>• The evidence supplied is very weak and has very limited relevance to the requirement</li> </ul>

	<ul style="list-style-type: none"><li>• Potential Supplier's response is not always clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li></ul>
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## 6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	<b>14 December 2021</b>
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a> *	<b>5pm (UK time) 4 January 2022</b>
3	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	<b>5pm (UK time) 10 January 2022</b>
4	Contract award	<b>By 5pm 14 January 2022</b>

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

## **7 CONTRACT TERMS**

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