



THE NATIONAL ARCHIVES

GUIDANCE AND TRAINING FOR RECRUITMENT IN THE ARCHIVE SECTOR

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 12 NOON (UK TIME), 27 JANUARY

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 National Archives' business plan, [Archives For Everyone](#), commits us to lead the archives sector to fulfil the vision set out in the strategic vision for archives, [Archives Unlocked](#), promoting our shared values of trust, enrichment and openness. It also sets out our aim to lead the world in reimagining archival practice for the 21st century, pioneering new and ethical approaches to appraisal and selection, description, digital preservation and access.
- 1.4 The National Archives is the lead for the archive sector in England. Information about our role can be found here [Archives sector - The National Archives](#).

2 PURPOSE

- 2.1 This invitation to tender specifies our requirements for provision of the following services:
 - 2.1.1 To deliver tailored training to the archive sector, digitally, during 2021; and
 - 2.1.2 To provide supporting materials to be made accessible via TNA's website.

3 REQUIREMENTS, OBJECTIVES AND DELIVERABLES

- 3.1 Our aim is to see the sector adopt inclusive and lawful recruitment practices which enable a more diverse range of talent to enter the workforce. To this end, we are seeking to work with a specialist organisation to develop best practice guidance materials as well as digital training sessions, to be delivered digitally during 2021.
- 3.2 The guidance materials and training to be produced under this contract would look at issues such as (but not limited to):
- Diversity, Equality and Inclusion, and how policies can be beneficial to an archive
 - Different entry routes to working in the archive sector
 - Legal issues, eg employment rights of volunteers and contractors
- 3.3 Project deliverables are:
- 3.3.1 The guidance materials, in the form of handbook(s) or similar set of practical notes which can be used both online and in printed format. All material should be tailored specifically to the archive sector.
- 3.3.2 Delivery of a number of online training sessions designed specifically to complement the guidance materials and provide practical advice for employers in the archive sector. It is for you to tell us, in your tender submission, the broad or specific topics you envisage covering in a session or range of sessions, and the number you will deliver within your contract price.
- 3.4 The maximum available budget for this contract is £21,000, excluding VAT but including all travel and other expenses.

4 HOW TO RESPOND

- 4.1 If you have any clarification questions related to your Tender Response, please submit these to procurement@nationalarchives.gov.uk by **5pm (UK time) on 14 January 2021**.
- 4.2 Please submit your Tender Response to procurement@nationalarchives.gov.uk by **12 noon (UK time) on 27 January 2021**.
- 4.3 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:
 - 4.3.1 Your **understanding** of the project and deliverables;
 - 4.3.2 Details of your prior **experience** suited to this project;
 - 4.3.3 Your proposed **methodology and timetable** for delivery of the project outcomes;
 - 4.3.4 Names and experience of the **individuals** you will assign to the project, and their involvement with each phase of unit of the work;
 - 4.3.5 Your **contract price**, including breakdown of costs for each phase or unit of work, day rate for each team member and other costs or expenses.

5 EVALUATION CRITERIA

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

Category	Maximum pre-weighted score	Weighting	Maximum weighted score
1. Extent to which proposal demonstrates an understanding of the brief	10	2	20
2. Knowledge and experience relevant to the project	10	2.5	25
3. Quality of methodology	10	2.5	25
4. Names and experience of individuals assigned to the project	10	1	10
5. Contract price	10	2	20

5.2 Price scores will be based on a comparison between each 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%).

5.3 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

	<ul style="list-style-type: none"> • 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
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

6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	17 December 2020
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	5pm 14 January 2021
3	Deadline for TNA to respond to clarification questions*	17 January 2021
4	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	5pm 27 January 2021

* 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.