

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

CLARIFICATION QUESTIONS AND RESPONSES

The National Archives has received a number of clarification questions relating to the above opportunity. Those questions, and their associated responses, can be found below.

Q1: *Is it intended that the workflow should cover closed records – ie records that are not available for statutory or legal reasons?*

A1: Yes, please consider closed records in your response.

Q2: *What validation metrics will the TNA use to validate the guides before sign-off?*

A2: We won't be using validation metrics. We will be reviewing the guides internally and provide feedback as required.

Q3: *Does TNA have a test collection which they would wish to see used for this project? (see paragraph 2.2 of the Invitation to Tender)*

A3: No

Q4: *For each media type (e.g. DVD, floppy) which classes of formats (e.g. documents, images) and formats (e.g. TIFF, fx, jpeg) should the guides make it possible for users to handle? (see paragraph 2.2 of the Invitation to Tender)*

A4: We're flexible and will leave it up to the contractor to decide – we expect a range of the most common formats encountered by archives to be represented in the guides.

Q5: *Who are the "other work-stream content providers" (see paragraph 3.1 of the Invitation to Tender) and what areas are they working on?*

A5: The preferred supplier for 'Novice to Ninja' workstream has just been identified and we are in contract negotiations, so the identity cannot be provided at this time. This is the only external work-stream provider. 'Novice to Ninja' will provide an online development pathway

which will guide new starters (novices) and intermediate practitioners towards expert (ninja) status in implementing digital preservation for archives.

Q6: *Are the training materials for the "Digital Capacity Building Programme's" Archive School available to help scope the response to the call for bids? (see paragraph 2.4 of the Invitation to Tender)*

A6: All of the individual sessions for the Archive School have not been written yet, however we can provide the course overview and list of tools to be used. Please see separate attachment entitled 'Digital Preservation Archive School_overview'.

Q7: *Is a copy of the JISC/TNA survey 2019 available to bidders to give context to the call? (mentioned in paragraph 2.2 of the Invitation to Tender)*

A7: Yes, please see separate attachment entitled 'AWDS Report v1 PUBLIC'.

Q8: *Would you expect the supplier to undertake any design work on the guides? If so, is there a corporate design style you would expect the guides to adhere to?*

A8: Suppliers are not expected to undertake any design work on guides.