

Invitation to Tender – Analysis of current pay structures for The National Archives

1. BACKGROUND

- 1.1 The National Archives (TNA) is a non-ministerial government department and an executive agency of the Department for Culture, Media and Sport. TNA is well known for its high profile public role as the official archive and publisher for the UK government, and for England and Wales. It is guardian of some of the most iconic national documents, dating back over 1,000 years. Its 21st century role is to collect and secure the future of the government record, both digital and physical. Further information about TNA's role, its plans, policies, performance and projects can be found on its website [here](#).
- 1.2 In the period since 2010, HM Treasury has imposed a pay freeze period, followed by a maximum 1% annual pay increase. In addition, we operate a pay band system which is aligned to the standard Civil Service grading. We are increasingly finding that staff are dissatisfied with pay and progression, and that attracting candidates is becoming more challenging. In addition, we believe that there are inequities across the organisation due to the 'sticking plaster' approach that we have had to take in order to address specific issues.
- 1.3 For this piece of work we are interested principally in the structure of our pay scales, the comparisons of pay for staff in the same grade and in similar roles, and how our pay compares to market rates.

2. THE REQUIREMENT

- 2.1 We wish to appoint a delivery partner to undertake a full analysis of our current situation regarding pay, as follows:
- An assessment of the current situation and carrying out an equal pay audit
 - Analysing our pay structures and comparing to the wider market
 - Reviewing our job evaluation system effectiveness in relation to pay scales
 - Making suggestions regarding solutions that are affordable, together with proposed timescales for changes
- 2.2 This work should be produced using a good understanding of The National Archives current pay situation, the conditions imposed by the Civil Service and our future ambitions with regards to resourcing. It should also make comparisons with the market.
- 2.3 We anticipate the deliverables comprising (at a minimum):
- A report covering the above
 - A minimum of three proposed solutions, with costings
 - Timescales for implementing suggested changes to our pay
- 2.4 Our maximum available budget for this piece of work is **£15,000** (ex VAT).

3. SOURCES OF INFORMATION

- 3.1 Information that will be made available (confidentially) to the appointed supplier will include:
- Pay information for all staff
 - Pay scales for all grades
 - Copies of previous pay remits approved by HM Treasury

- Job evaluation information
- Staff survey data and comments relating to pay
- Exit interview data (it should be noted that this is currently being compiled and may not be a large enough sample size)
- Other feedback from staff, such as questions raised at our Executive Team Q&A sessions
- Recruitment data
- Budget data, including ongoing settlement agreed with HM Treasury

4. HOW TO RESPOND

- 4.1 Please submit your tender response – specifying how you will meet the requirement described in Section 2 above – to procurement@nationalarchives.gsi.gov.uk **by 5pm on March 8th, 2017.**
- 4.2 It is for potential suppliers to determine what format this response should take so as to describe their offering in a clear, comprehensive fashion; however, potential suppliers should note that the information they 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.
- 4.3 Please also ensure that your response describes your proposed deliverables, methodology, delivery timetable and price and includes evidence of your expertise and experience in this area.
- 4.4 If you have any clarification questions, please submit these to procurement@nationalarchives.gsi.gov.uk **by 5pm on February 24th, 2017.**
- 4.5 Submissions will be evaluated as follows:
- **Quality of Response** **70%**
 - **Price** **30%**
- 4.6 The successful supplier will be required to accept TNA's contract terms and conditions for services, published [here](#).

5. TIMESCALES

- 5.1 TNA anticipates evaluating tender responses and making an award decision during the week commencing **March 13th, 2017.**
- 5.2 TNA requires the appointed supplier to begin work as soon as possible after 1 April 2017, with the report and proposals being completed by **July 1st, 2017.**