



## **THE NATIONAL ARCHIVES**

### **PROTOTYPE FOR INCLUSIVE ARCHIVE HUB**

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

**DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 1 NOVEMBER 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 the 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 Our long-term strategy, [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 As part of the Archives Unlocked strategy, Archive Sector Development are currently leading the Manage Your Collections (MYC) project to encourage archives across the UK to use Discovery to enable their collections to reach a wider audience. As part of MYC we are undertaking an advocacy campaign to increase the number of community archives

and archives with records that are often excluded from the national narrative to use the digital portal to our central repository, [Discovery](#).

- 1.5 Discovery is a key component of the work in this tendered project, it is the Digital portal to search records, we want to use it to build trust, improve participation in using the tool and increase understanding about how access to information can inform and empower individuals and communities. Discovery can enable organisations to share stories from their collections, increasing the visibility of smaller archives and elevating marginalised narratives to help build a more representative national picture, expanding the landscape for today's and tomorrow's researchers.

## 2 PURPOSE

2.1 This invitation to tender specifies our requirements for provision of the following services:

A prototype that will allow a more diverse Discovery to become the digital gateway to collections of records from across the UK that represent a diversity of different stories. Both community and institutional contributors must be confident that when their collections are placed in a central repository they can be easily retrieved and manifested elsewhere. But this presents a problem – how can collections be both brought together and separated out? Discovery currently provides no way to filter national content thematically, so there is no straightforward way to bring less privileged narratives to the fore – in fact no way to categorise content at all beyond the repository that holds it.

The prototype will:

- Manage terms to be picked up by Elasticsearch
- Filter by term manifested in the Discovery UI and the API
- Enable terms to run in parallel across TNA and non-TNA records via the API (not necessarily within the interface)
- Be an example template for 3<sup>rd</sup> party display of data

2.2 We have developed a pilot partnership with organisations to test the functionality of the development of the system. The Appointed Supplier will collaborate with partners to redesign the front end search page to ensure it is 'user-friendly', with prompts and advice of how to use the search for records. This will be supported by the MYC project team.

2.3 Discovery already links records from across collections from different organisations held in the system, so that users are given the opportunity to learn about new archives where records relevant to their research can be found. To increase engagement we need to ensure Discovery is enabling users to trust the system through open and transparent functionality, and optimal usability.

2.4 New users should have an informative and enjoyable experience, confident in the knowledge that they are seeing the information they are

searching for as well as discovering some unexpected new avenues to investigate.

### 3 REQUIREMENTS, OBJECTIVES AND DELIVERABLES

3.1 TNA wishes to procure a service that will:

- a. take an iterative, agile and inclusive user-centred approach
- b. utilise the existing Discovery API and Manage Your Collections service
- c. function responsively across browsers and mobile/desktop devices
- d. store additional contextual metadata
- e. show appropriate consideration for accessibility given the confines of a prototype service

3.2 The principal development work will consist of:

- a. Prototyping and testing a new 'rich prospect' collections search and results interface in which additional contextual information is stored and presented alongside existing API data
- b. Iterative user testing of this prototype and feedback from stakeholders
- c. Creation and storage of prototype query-based taxonomy for aspects of Black history based on stakeholder input

3.3 The work is to be completed by **31 March 2022**.

3.4 The maximum available budget for this contract is **£25,000**, excluding VAT but including all travel and other expenses.

## 4 HOW TO RESPOND

- 4.1 If you have any clarification questions, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by 5pm (UK time) on 26 October 2021.
- 4.2 Please submit your Tender Response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on 1 November 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:
- Your **understanding** of the project and deliverables;
  - Details of your prior **experience** suited to this project, including understanding of sector-related guidance and standards;
  - Your proposed **methodology and timetable** for delivery of the project outcomes;
  - Names and experience of the **individuals** you will assign to the project, and their involvement with each phase of unit of the work;
  - 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	1.5	15
2. Knowledge and experience relevant to the project, including understanding of the specific needs of the archive sector	10	2.5	25
3. Quality of methodology and experience in relation to desk-based research and stakeholder engagement	10	2.5	25
4. Names and experience of individuals assigned to the project, and their involvement with the development of training materials and training delivery.	10	1.5	15
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:

<p><b>10 Points</b></p>	<p><b>Outstanding:</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 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>
<p><b>7 Points</b></p>	<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>
<p><b>4 Points</b></p>	<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>
<p><b>1 Point</b></p>	<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> <li>• Potential Supplier's response is not always clear and easy to understand</li> </ul>



	<ul style="list-style-type: none"><li>• Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li></ul>
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- 5.4 Following this evaluation, TNA reserves the right to interview a number of Potential Suppliers (we anticipate no more than 4) and/or to request examples of your work, and/or to take references. This additional information will then be considered among the other Quality elements when making a contract award decision.

## 6 PROCUREMENT TIMETABLE

6.1 The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	14 October 2021
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a> *	12 noon (UK time) 26 October 2021
3	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	5pm (UK time) 1 November 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.