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**1. INTRODUCTION**

- 1.1 The Knowledge Information Management team within HM Treasury's Information Workplace Solutions (IWS) is looking to appoint a service provider for the provision of data management record cleaning, cataloguing, sensitivity flagging, sensitivity review and physical transfer of files to The National Archives ('Project Services').
- 1.2 The IWS team supports approximately 1,350 users across numerous sites, the largest proportions of which are in London, HM Treasury and a Corporate Services Centre in Norwich.
- 1.3 As a Government Department, HM Treasury is regulated under both the Public Records Act and the Freedom of Information Act. The law requires that we provide appropriate storage for our files to ensure their accessibility and security. The law also requires that we transfer identified historical material to The National Archives (TNA) on time and in good order.
- 1.4 All government records are considered public records and they are transferred to The National Archives so that they can be made more accessible to the public. Under the terms of the Public Records Act, HMT is required to transfer specified records within each year. This is referred to as the 'Project Year'.

**2. PURPOSE**

- 2.1 A service provider from the existing companies engaged under the Crown Commercial Service Framework RM1689 (the 'Contractor') is being sought to carry out the Project Services for identified Project Year 2015/16, with the prospect of an extension covering Project Year(s) 2016/17 and 2017/18.
- 2.2 Following the identification of actual files by the Authority for the respective Project Year(s), the Contractor shall take said files from current storage facility to an equally secure storage area for the purpose of cleaning, cataloguing, sensitivity flagging, sensitivity review and transfer to the National Archives facility in Kew, Surrey.
- 2.3 Albeit, that some activities around TNA transfers can be co-ordinated at the Contractor site, the sensitivity flagging and review will be carried out on the HMT premises by security cleared Contractors holding SC clearance.

**3. BACKGROUND TO THE AUTHORITY**

- 3.1 The Authority is the UK Government's Finance and Economics Ministry. The Authority is responsible for policy development and legislation; and setting and monitoring public expenditure allocations and outcome targets. Further information can be found at <https://www.gov.uk/government/organisations/hm-treasury>
- 3.2 HM Treasury Group includes the Debt Management Office (DMO), UK Financial Investments (UKFI), the Office of Budget Responsibility (OBR) and the Government Internal Audit Agency (GIAA).

**4. BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**

- 4.1 The Call Off will be in accordance with the Terms and Conditions of RM1689.

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- 4.2 The Contract will be awarded on a fixed cost basis broken down by stage payments against milestones and numbers of files currently known by the Authority.
- 4.3 The Contractor will be expected to submit a timeline for record processing in accordance with the stages listed below. Assume that work begins in September 2015 and completes by the end of March 2016. The final stage payment will be verification from TNA that the work is carried out successfully to TNA standards and transfer arrangements have been made for the physical transfer of the files from the supplier site to the TNA site. This retention of monies (not more than a third of the total project cost) will be held until TNA approval for transfer has been confirmed.
- 4.4 The contractor will be expected to provide a fixed price for the delivery of each of the stages. For onsite working (at stages 2 and 4) this may be indicated as a target ceiling price based on the time of up to 5 resources working to deliver the activity in accordance with the timeline above (detailed in 4.3). Travel and subsistence costs for resources are not provided for by the Authority and if deemed appropriate by the Contractor should be included within their day rate for resources.
- 4.5 The contract is being awarded for initially one Project Year (2015/16) with the option to extend up to a further two (2) Project Years subject to performance and timely delivery. The Contractor should therefore provide costs for subsequent Project Years broken down in accordance with the table in Appendix A. Calculations on how figures are reached should be clearly displayed, including any incentive savings. In every case, all the activity associated with the project must be completed within the Project Year i.e. the 2016/17 project should be delivered in full by the end of March 2017.
- 4.6 The Contractor will be expected to provide project methodology (PRINCE2 or equivalent) for project delivery covering but not limited to areas of performance, quality measuring, timelines, cost and confirmation of security clearance for nominated personnel.

**5. SCOPE OF REQUIREMENT**

- 5.1 Process for files to be transferred in 2015/16, circa 12,000 files;

Stage 1:

- Collection of files from current storage facility to equally secure Contractor premises.
- Confirmation that retrieved physical files match inventory listing.
- Storage of files for the duration of the project;

Stage 2:

- Provision of onsite resources (security cleared to SC level) to carry out sensitivity flagging of all files (i.e. the review of each files' title against inventory listing)

Stage 3:

- Provision of offsite resources (security cleared to SC level) to carry out:
  - Cleaning (i.e. physical preparation of file), including re-boxing to TNA standards

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- Cataloguing (i.e. inputting file information on the TNA template for uploading to the TNA database) to TNA standards

Stage 4:

- Provision of onsite resources (security cleared to SC level) to carry out sensitivity review of files that have been flagged as sensitive (i.e. the page by page review of each flagged file) in accordance with HMT Sensitivity Review Guidance
- The transportation of files between offsite storage and onsite premises of files requiring sensitivity review

Stage 5:

- Facilitation of TNA quality inspections on the cleaned and catalogued files
- Provision of offsite resources to carry out rework on cleaned and catalogued files that have failed to meet TNA standards (N.B. This should not be a chargeable item as it will represent a quality failure by the supplier)
- Transportation of files (i.e. files that have been approved by TNA as meeting TNA standards and signed off as ready for transfer) to TNA once ready for transfer

5.2 The Contractor will be expected to provide an inventory of all files received at their location and on a monthly basis thereafter or when requested by the Department (within 2 working days) to measure performance.

5.3 A table has been provided at Annex A for transparency detailing the number of files to be processed in each of the Project Year(s). In accordance with 4.2, 4.4 and 4.5 above and to show methodology of calculations, the Contractor should provide an indication of whether volume discounts will apply if more files are brought into scope in any given Project Year.

5.4 The price for delivery of the activity in Project Year 2015/16 (based on the current actual known figures listed in Annex A) should be documented by completing the table set out in part 7 of Appendix D.

5.5 This requirement is for 2015/16 specifically, but the option to extend for a further 2 project years is considered depending on performance. The Contractor therefore should provide costs for the subsequent 2 years.

2015/16	<b>REDACTED</b>	Mandatory quote
2016/17	<b>REDACTED</b>	Mandatory quote
2017/18	<b>REDACTED</b>	Mandatory quote

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**6. SERVICE LEVELS AND PERFORMANCE**

6.1 The Authority will measure the quality of the Supplier's delivery by:

6.1.1 Quality and Price will be weighted equally (50/50).

6.1.2 As further expanded upon in Appendix D, the quality of cataloguing and cleaning will be measured against TNA standards. Potential Contractors shall be familiar with and comply with The National Archives (TNA) standards set out in The National Archives Requirements for Selection and Transfer:

<http://www.nationalarchives.gov.uk/information-management/manage-information/selection-and-transfer/>

6.1.3 The quality of sensitivity flagging and review will be measured against HMT Sensitivity Review Guidance (available on request).

**7. ADDITIONAL REQUIREMENTS**

7.1 Stage payment based on the Scope of Requirement, with a minimum of 3 stages and no greater than 5 stages will be agreed with the successful Contractor.

7.2 The final stage payment will be the release of retention sums.

**8. LOCATION**

8.1 The location of the Services will be carried out at the Contractors premises and also HM Treasury, 1 Horse Guards Road, London SW1A 2HQ

**9. SECURITY REQUIREMENTS**

9.1 All resources working on the files will require SC clearance.

**10. FINANCE**

10.1 Prices should be inclusive of expenses and exclusive of VAT.

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**ANNEX A**

<b>Financial Year</b>	<b>Project Year 2015/16</b>	<b>Project Year 2016/17</b>	<b>Project Year 2018/19</b>
<b>Estimated no. of files requiring onsite sensitivity flagging (stage 2) and offsite cleaning and cataloguing (stage 3)</b>	<b>REDACTED</b>	<b>REDACTED</b>	<b>REDACTED</b>
<b>Estimated no. of files requiring onsite sensitivity review (stage 4)</b>	<b>REDACTED</b>	<b>REDACTED</b>	<b>REDACTED</b>

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