THE NATIONAL ARCHIVES

CREATION OF GUIDANCE ON COMPILING AND MANAGING A DIGITAL ASSET REGISTER FOR THE ARCHIVES SECTOR

INVITATION TO TENDER – OPEN COMPETITION

DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 8 SEPTEMBER 2023

1   ABOUT US

1.1   The National Archives is a non-ministerial government department. The Chief Executive of The National Archives is the statutory Keeper of Public Records who reports to the Secretary of State for Digital, Culture, Media and Sport. We incorporate the Office of Public Sector Information and Her Majesty's Stationery Office. We also perform the Historical Manuscripts Commission's functions in relation to private records.

1.2   TNA is the official archive and publisher for the UK government and guardians of over 1,000 years of iconic national documents. Archives can be used in a variety of ways, from enabling insightful and pioneering research, and inspiring art and literature, to informing decision making in all types of organisations.

1.3   Since 2012 TNA has held the responsibility for leadership of the archives sector. Part of its purpose is to ensure sustained or improved preservation of and access to the nation's archive collections across the private, public and voluntary sectors.

1.4   The Archive Sector Development department (ASD) is responsible for leadership of the archive sector in England, comprising over 2500 archives. Our work is framed by the strategic vision, [Archives Unlocked](). Our approach to the leadership role is a collaborative one, supporting partnership working to encourage a sustainable and innovative archive sector.

2   PURPOSE AND BACKGROUND

2.1   The purpose of this procurement process is for The National Archives to select a supplier to create guidance on compiling and manging a Digital Asset Register for archives, the work forming part of our wider digital capacity building strategy for the UK archive sector.

2.2   Our Digital Century, The National Archives' digital capacity building strategy for the UK archives sector builds on the success of our first digital capacity building strategy, Plugged In Powered Up. It seeks to deliver a programme of training, support and online resources under four areas of work; capacity building, advocacy, discovery and enrichment.

2.3   Plugged In, Powered Up set out an ambitious [plan of programmes](), training and resources to support the archives sector meet its digital ambitions. It was delivered from 2020 to 2023.

2.4   The archives sector has made progress with policy, planning, skills development and staff awareness on digital preservation but confident digital management is still the biggest challenge facing archives today because it puts both the integrity of the record and their long term organisational sustainability at risk. This work sits in our capacity building work area, which focuses on skills development for archive practitioners.

2.5   The evaluation of Plugged In Powered Up reported only 19% of respondents (of 172 total responses) said their organisation had a complete digital asset register (with 41% saying no or don't know). This represents a clear, identified need for targeted guidance on digital asset registers as a baseline planning and advocacy tool for digital preservation practice within organisations.

2.6   Targeted guidance on digital preservation was created and delivered during Plugged In, Powered Up; the online learning pathway Novice to Know-How focuses on skills development and digital preservation workflows guidance gives archives practical workflows they can utilise within their own workplace. The targeted Digital Asset Register guidance

will build upon these, creating a suite of resources archives can use to become more confident digital preservation practitioners and increase intellectual control and confident management of their digital records.

2.7   The overall budget is **£12,000 excluding VAT** but including all other expenses.

3 REQUIREMENT

3.1 We are seeking a supplier to deliver the following:

- Design and deliver a training resource on how to create, use and manage a Digital Asset Register (DAR). We anticipate the training will cover topics such as;
  - o What is a Digital Asset Register?
  - o Why do you need one?
  - o How to create one?
  - o What type of information is needed and how is that obtained?
  - o How do you manage it once it's been created?
  - o How can you use a DAR for internal advocacy with management?
- Create and include additional resources that will be useful for archive practitioners when developing their own DAR, including;
  - o A downloadable DAR spreadsheet template with instructions for use (including a glossary if necessary).
  - o A broad set of survey questions that can be used internally during the information gathering stage.
  - o Example Digital Asset Registers (can be anonymised) so learners can understand by example and see what types of information can be recorded in a DAR and how the information is recorded.
- Offer a range of learning experiences, probably including exercises, quick reference checklists and tips. The experience of providing guidance to the archives sector in this area shows that flat text reference materials are well provided, and under-used, so we would like to provide opportunities to learn in other ways where possible to make the guidance engaging and useful. The National Archives can host the completed resource within a learning management system (Moodle) or as a web-based resource. Tenders should propose their preferred format for the final product.
- Guidance such as this is beneficial to the vast majority of the archives sector. However, it is particularly useful for under-resourced archives or those archives solely staffed by volunteers. The guidance will need to be of an appropriate level to ensure the widest range of archives

understand and feel confident in utilising the resources to create and manage a DAR for their own organisation.

3.2   The work must be completed and submitted to TNA by 31st March 2024.

4   HOW TO RESPOND

4.1   If you have any clarification questions related to your response, please submit these to procurement@nationalarchives.gov.uk by **5pm (UK time) on 25 August 2023.**

4.2   Please submit your response to procurement@nationalarchives.gov.uk by **5pm (UK time) on 8 September 2023**.

4.3   It is for you to determine what format your submission should take so as to describe your offer in a clear, comprehensive and convincing fashion; however, you should note that the information you 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.

4.4   Your response should as a minimum include the following:

4.4.1   Your **understanding** of the project and deliverables.

4.4.2   Details of your prior **experience** suited to the project, including understanding the needs of the UK archive sector in relation to digital preservation skills and training, and of delivering high quality consultation and guidance products.

4.4.3   Your proposed **methodology** for delivery of the project outcomes.

4.4.4   Names and experience of **individuals** assigned to the project, and their involvement with each phase or unit of the work.

4.4.5   **Your contract price** – including breakdown for costs of each phase or unit of work, day rate of each team member and other costs or expenses.

Please note your submitted pricing must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which

goods/services are sourced from outside the UK, (b) the associated duties and levies payable and (c) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your pricing should reflect the equivalent of Incoterm DDP (Delivery Duty Paid) and therefore the full cost to the customer/TNA.

5   EVALUATION

5.1   Submissions will be evaluated according to the following criteria:

Category	Maximum Score Available	Weighting	Maximum Available Weighted Score
Your understanding of the project and deliverables (Section 4.4.1)	10	2	20
Details of your experience and understanding of the specific needs of the archive sector and digital preservation skills and training (Section 4.4.2)	10	2.5	25
Your proposed methodology for the work (Section 4.4.3)	10	2	20
Names and experience of individuals assigned to the project, and their knowledge of the archives sector, standards and guidance. (Section 4.4.4)	10	1.5	15
Price (Section 4.4.5)	10	2	20

5.2   Price scores will be calculated as follows:

The bidder submitting the lowest compliant price will be awarded the maximum of 10 (unweighted) points. All other bidders will be awarded a (unweighted) points score by applying the following formula:

((lowest submitted price/bidder's submitted price)*10)

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

Bidder 1 is awarded 10 (unweighted) points – ((10,000/10,000)*10) = 10

Bidder 2 is awarded 5.88 (unweighted) points – ((10,000/17,000)*10) = 5.88

Bidder 3 is awarded 3.23 (unweighted) points – ((10,000/31,000)*10) = 3.23

5.3   Quality categories will be evaluated according to the table below:

10 Points	**Outstanding:** • 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:** • 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:** • Potential Supplier has provided a response that addresses some parts of the requirement • 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	**Poor:** • 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	**8 August 2023**
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk*	**5pm (UK time) 25 August 2023**
3	Deadline for Potential Suppliers to submit Tender Responses to procurement@nationalarchives.gov.uk	**5pm (UK time) 8 September 2023**
4	Contract award (anticipated)	**By 5pm 15 September 2023**

* *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.