



## THE NATIONAL ARCHIVES

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

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

### 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 there a preformatted tender response document or are we expected to submit our own format with the answers to the tender response?*

**A1:** 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.

**Q2:** *May I request some clarification regarding the final production and publication process for the guidance? I understand that that The National Archives can host the completed resource within its Moodle solution or as a web-based resource. Would the design and branding of the materials be the contractor's responsibility or would TNA*

*be able to provide support? Similarly ,regarding production of video presentations, including graphics, would TNA provide support?*

**A2:** We would need to align with our internal brand guidelines, so there would be no requirement to provide additional design or branding. We would not be able to provide any support for video production, however, we will be able to work with the contractor to provide general support and feedback.

**Q3:** *Please clarify whether the scope of the DAR is for material already held by the archives or whether it also needs to consider digital assets held by the organisation.*

**A3:** We'd expect to see proposals whose scope covered both scenarios. There will be archives who use a Digital Asset Register who will not routinely collect digital assets from a parent organisation as well as archives who do routinely collect and will need to engage with stakeholders. We're seeking to make the guidance as useful as possible to the broadest user base.