

MOD Service Records. Collations 11005, 11009, 11010 and 11011 Digitisation and Licensing Procurement Document	THE	
	NATIONAL	
	ARCHIVES	

Description

The National Archives is a non-ministerial government department and part of the Department for Digital, Culture, Media and Sport. As the official archive and publisher for the UK government, and England and Wales we are the guardians of some of the UK's most iconic national documents, dating back over 1,000 years. Our 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.

The National Archives is seeking expressions of interest for the digitisation, licensing and publication of the MOD Service Records, collations 11005, 11009, 11010 and 11011. The project will be to digitise, transcribe and publish online the initial four collations of the MOD Service Records. The contract award will include a commercial licence to publish the images online, (and associated transcription data produced by the project) and to undertake all the required processes to complete this (including such activities as digital image capture and transcription of data, to allow for meaningful searches of the records' online publication), for which TNA will expect a commercial return

To demonstrate eligibility to be considered for this tender, potential Suppliers must demonstrate:

- a. Experience of managing and completing large scale digitisation projects of heritage material
- b. Online publication of heritage material specifically for use by the Family History Market
- c. Viable commercial models that return an income stream to licensor partners

The National Archives will shortlist a maximum of five potential suppliers to be invited to tender, subsequent to the evaluation of the Standard Selection Questionnaires received.

Please submit your completed Standard Selection Questionnaire
 to: procurement@nationalarchives.gsi.gov.uk by: **17:00 (UK time) on Wednesday 15 December, 2021.**

Background on the MOD Service Records, collations 11005, 11009, 11010 and 11011.

Over the next decade, The National Archives will accession approximately 9.6 million service personnel records in 74 collations. The records that make up this collection cover service in the British Army, Royal Navy, Royal Air Force and foreign regiments, where the individual has a discharge date prior to 31 December 1963; however, predominantly the records cover the period from 1921 to the end of the Second World War.

This tender is for the initial four collations only:

- **11005:** (Army) Other Ranks Service Records, 1921-1939
- **11009:** (Army) Royal Electrical and Mechanical Engineers Other Ranks Service Records
- **11010:** (Army) P59 & Over Age Other Ranks Service Records
- **11011:** (Army) Bournemouth Over Age Other Ranks Service Records

Combined, the above collations amount to approximately 31% of the entire MOD Service Records. The remaining 70 collations (approx. 61%) will be subject to further National Archives tenders over the coming decade and beyond.

Although not formally arranged as such, each service record comprises at least one, or a combination of, the following:

- **Attestation papers, Statements of Service and other forms relating to enlistment and service.**
 - Digitising at least one of these forms is mandatory
- **Forms not directly relating to enlistment and service**, excluding medical or conduct forms (see below); these include miscellaneous paperwork such as reports, personal letters, special leave applications and handwritten notes.
 - Digitisation optional
- **Medical or conduct forms** and other potentially sensitive paperwork.
 - Digitisation prohibited

Closure status

For the purposes of this digitisation and publication tender:

- Attestation papers, Statements of Service and other forms relating to service and enlistment may be published after 100 years has elapsed from the date of birth of the data subject;
- Forms and miscellaneous paperwork not directly related to enlistment and service, excluding medical or conduct forms (see below), may be published after 100 years has elapsed from the date of birth of the data subject;
- Digitisation and publication of medical or conduct forms and other potentially sensitive paperwork is prohibited.

Further conditions will apply on redaction of data which may breach the Data Protection Act 2018 and UKGDPR.

Expression of Interest Timeline

	Description	Date
1	Deadline for Expressions of Interest submissions	5pm UK time, 15 December 2021
2	Successful EoI's informed. Invitation to Tender, published to shortlisted suppliers.	7 January 2022

Indicative procurement timeline

	Description	Date
1	Timebox for potential suppliers to view MOD Service Records	17-21 January 2022
2	Timebox for potential suppliers to meet with TNA to test ideas, to negotiate, and to refine their Proposals	14-18 February 2022
3	Deadline for potential suppliers to submit clarification questions to procurement@nationalarchives.gsi.gov.uk	5pm UK time, 4 March 2022
4	Deadline for potential suppliers to submit their responses to procurement@nationalarchives.gov.uk	5pm UK time, 14 April 2022
5	TNA to evaluate responses and to identify winning bidder	6 May 2022
6	Standstill period ends	16 May 2022