**The University of London**

Tender for the Production and Marketing of the University of London, Institute of Historical Research’s Journal *Historical Research*

**Invitation To Tender**

Contents

[1.0 Introduction & Overview](#OneIntro)

[2.0 Critical Success Factors: Production & Marketing](#TwoDeliverables)

[3.0 Confidentiality & Freedom of Information](#ThreeConfidentiality)

[4.0 Instructions to Tenderers](#FourInstructions)

[5.0 Tender Evaluation Guidance](#FiveEvaluation)

6.0 The Prequalification Questionnaire

7.0 Specification for the Production and Marketing of the University of London, Institute of Historical Research’s Journal *Historical Research*

8.0 Tender Response Document for the Production and Marketing of the University of London, Institute of Historical Research’s Journal *Historical Research*

9[.0 Form of Tender](#EightFOT)

Disclaimer: this document is proprietary to the University of London and the Information contained herein is confidential. Without the University of London’s prior written permission, this document, either in whole or part, must not be reproduced in any form or by any means or disclosed to others or used for the purposes other than its evaluation by the Publisher. It may not be disclosed to any third party outside of the agreed Confidentiality Agreement with regard to ‘Permitted Recipients’

1.0 Introduction & Overview

1.1 Introduction

The Institute of Historical Research is seeking tenders for the publication and marketing of its flagship Journal, *Historical Research*. The Contract will be awarded by a competitive tender, for a 5 year term. This Invitation To Tender (or “ITT”) pack of documents contains all the information bidding Publishers need to submit a response to this tender.

1.2 The University of London

1.2.1 The University of London was granted its charter in 1836 and is one of the oldest, largest and most diverse universities in the UK. The University of London has been a pioneering force in higher education from its early years. The London syllabus introduced many new subjects into university education, including modern languages and laboratory science. As a federal University teaching is carried by the 18 Colleges and Institutes that comprise the University; within the Colleges and Institutes we have over 120,000 students studying over 3700 courses. Not all of our students are actually located in London: some study at the University of London Institute in Paris and there are over 50,000 students studying by distance and flexible learning in 180 countries with the University of London International Academy.

1.2.2 Queen Elizabeth, The Queen Mother was Chancellor of the University for over a quarter of a century. In 1981 she retired and The Princess Royal was invited to become Chancellor. The University is a family of world-class institutions, collectively upholding its international reputation of academic distinction in teaching and research. The outstanding achievements of the Colleges and Institutes mean that the University of London degree continues to be internationally recognised for its quality and excellence. Additional general information about the University can be found at [www.london.ac.uk](http://www.london.ac.uk)

1.3 The Institute of Historical Research

1.3.1 The Institute of Historical Research is one of 9 member Institutes of the School of Advanced Study, part of the University of London. It was founded in 1921 by A. F. Pollard, and is an important resource and meeting place for researchers from all over the world. Its mission is to train the next generation of historians, to produce and facilitate ambitious and innovative historical research, and to foster public understanding of history and its social, cultural and economic benefits.

1.3.2 Professor Jo Fox has recently joined the IHR as Director (January 2018) and has ambitious developments planned for the future of the Institute, initially figured around the centenary in 2021. The centenary campaign offers the IHR a unique opportunity not only to reflect on its past and on a century of the historical profession, but, more importantly, to set the course for its future. The programme aims to: play a significant role in setting the disciplinary agenda for the 21st century; significantly raise the profile of the IHR across the historical community and bring new audiences to the IHR through our public programmes and activities; position the Institute as a primary commentator and advisor on the future of the discipline; establish the Institute as the leading centre for collaborative, interdisciplinary historical research and training in the UK, and undertake fundraising to provide a solid and sustainable foundation for the Institute’s programmes and activities, and to provide for ambitious new research initiatives.

1.3.3 The theme of the centenary campaign will be ‘Historical Futures’. This theme chimes with the Institute’s vision for its own future as well as that of the discipline more broadly. Moreover, the theme is redolent of A. F. Pollard’s progressive view of the Institute at its foundation: a cross-cutting institution for the national promotion of the most bold, innovative and sometimes ‘experimental’ historical research and postgraduate training. Pollard’s vision was about the future and how the Institute is at the heart of setting the most ambitious historical problems and training the next generation so that they could address them. As the IHR enters the next century, what will be the most pressing problems facing the discipline? How will history look in 2031, 2051 or 2121? How will methodologies, approaches and sources change in the digital age? And, if history is the study of being human, what will it mean to be ‘human’ in the future?

1.3.4 As part of this celebration it is planned to produce a special issue of the Journal on ‘Historical Futures’. We would very much welcome ideas on how the Journal’s publisher could support, sponsor or otherwise get involved with promoting the wider campaign.

1.3.5 This campaign is just part of a broader modernisation and development of the IHR. Priorities include: active engagement in research partnerships beyond academia, and especially within the heritage sector; public engagement and community-focused history; people and places; historiography, and the development of historical research in the century since the creation of the IHR; and archives and history. Initiatives and activities in these areas are potential content strands for a relaunched/redeveloped journal. The IHR is also currently redeveloping its website (history.ac.uk) to establish a ‘digital incarnation’ of the Institute that will provide online (and to an international audience) many of the functions of the physical institution, i.e. effectively to serve as a digital ‘meeting place’ for the discipline. The new website will be launched in 2019 and will provide many opportunities for the Journal and its publisher

1.4 *Historical Research*, the Journal of the Institute of Historical Research

1.4.1 First published in 1923, *Historical Research* (formerly the *Bulletin of the Institute of Historical Research*) is the flagship publication of the Institute of Historical Research (IHR). It has long held a place within the historical community, beginning initially with an emphasis on close readings of documents and primary sources, and developing (most markedly over the last thirty years) into one of the leading generalist history journals in the UK. It publishes substantial articles covering a wide geographical and temporal span, a variety of approaches and methodologies. Submissions are received from the UK and internationally, from historians at all stages of their careers.

1.4.2 Looking forward to both the centenary of the Institute (2021) and of the Journal itself (2023), and into the century beyond, the Institute is examining and reconfiguring its founding principles and considering its future role. The Journal editors feel that *Historical Research* should reflect the aims, strengths and prestige of the Institute. They are keen that the Journal also continues to develop to reflect and respond to the needs of the discipline, in terms of content, form and functionality, and to keep abreast of current trends.

2.0 Critical Success Factors: Production & Marketing

2.1 Critical Success Factors for Producing the IHR Journal

The successful Publisher awarded the Contract for the publication and marketing of the Institute of Historical Research’s Journal *Historical Research* will be the successor to an existing Contract for publication. Below are the key success factors that will assess the successful production of the IHR Journal:

2.1.1 Award a new 5 year contract by the end of 2018, to come into effect on 2 January 2020.

2.1.2 Retention of the Institute as the sole and exclusive owner of the Journal including without limitation the title of the Journal, its subscription lists and all publishing rights.

2.1.3 Publication of 4 issues of the Journal per year in print and online hosting of the Journal on the Publisher’s website.

2.1.4 Availability of all past digitized issues of the Journal will be available via the Publisher’s online library.

2.1.5 Proactive marketing of the Journal to increase sales and the visibility and standing of the Journal within the historical profession and beyond.

2.1.6 Obtain an equitable financial deal with an external Publisher that allows the IHR editors to function effectively and to receive a substantial income from the Journal.

2.2 Critical Success Factors for Marketing and Promotion of the IHR Journal

Marketing and promoting the IHR Journal are key success factors in the Contract, in order to raise the profile of the Institute of Historical Research and the Journal itself. Below are the key success factors that will assess the successful marketing and promotion of the IHR Journal:

2.2.1 Raise the profile of the Journal to strengthen its identity and reach the widest possible readership and increase sales/revenue.

2.2.2 Develop ideas with an external Publisher for bespoke marketing of the Journal as an individual title to the historical community, as well as for reaching out to a wider global readership.

2.2.3 Using promotional campaigns to support the Journal content by attracting quality submissions.

2.2.4 Maximise the international dissemination, readership, usage, citation and general profile of the Journal online.

2.2.5 Promotion of Journal issues via virtual platforms.

3.0 Confidentiality & Freedom of Information

3.1 Confidentiality

3.1.1 The University of London employees working on this tender exercise will at all times treat the contents of the tender and any related documents as confidential, save in so far as they become part of the public domain upon Contract award. The University will not use any of the tender information for any purpose other than for the purposes of the procurement exercise.

3.1.2 The University of London may disclose detailed information relating to Publishers to its officers, employees, agents or advisers and the University of London may make any of the tender documents available for private inspection by its officers, employees, agents or advisers.

3.1.3 The University of London also reserves the right to disseminate information that is materially relevant to the procurement to all Publishers, even if the information has only been requested by one Publisher, subject to the duty to protect each Publisher's commercial confidentiality in relation to its response. This is unless there is a requirement for disclosure under the Freedom of Information Act, explained below.

3.1.4 Publishers may disclose, distribute or pass any of the tender information to their advisers, sub-Contractors or to another person provided that:

1. This is done for the sole purpose of enabling a response to be submitted and the person receiving the information undertakes in writing to keep the information confidential on the same terms as if that person were the Publisher
2. The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to the procurement or to any Contract arising from it

3.2 Freedom of Information

3.2.1 In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 (FoIA), the University of London may, acting in accordance with the Secretary of State’s Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the said Act, or the EIR be required to disclose information submitted by the Publisher to the University of London.

3.2.2 In respect of any information submitted by a Publisher that it considers to be commercially sensitive the Publisher should:

1. Clearly identify such information as commercially sensitive
2. Explain the potential implications of disclosure of such information
3. Provide an estimate of the period of time during which the Publisher believes that such information will remain commercially sensitive

3.2.3 Where a Publisher identifies information as commercially sensitive, the University of London will endeavour to maintain confidentiality. Publishers should note, however, that, even where information is identified as commercially sensitive, the University of London may be required to disclose such information in accordance with the FoIA or the Environmental Information Regulations. In particular, the University of London is required to form an independent judgment concerning whether the information is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. Accordingly, the University of London cannot guarantee that any information marked ‘confidential’ or “commercially sensitive” will not be disclosed.

3.2.4 Where a Publisher receives a request for information under the FoIA or the EIR during the procurement process, this should be immediately passed on to the University of London and the Publisher should not attempt to answer the request without first consulting with the University of London.

4.0 Instructions to Tenderers

4.1 Key Dates in the Tendering Process

Please see a list of key dates and activities in this tendering exercise below. These dates are not expected to change but if they do, all bidding Publishers will be notified.

|  |  |  |
| --- | --- | --- |
| # | **Project Activity** | **Date(s)** |
| 1 | Upload PQQ and tender documents to Contracts Finder | 30 August 2018 |
| 2 | Deadline for submission of PQQ and tender queries | 8 October 2018 before 12:00pm |
| 3 | PQQ & tender return date | 12 October 2018 before 12:00pm |
| 4 | PQQ and tender evaluation | 15-26 October 2018 |
| 5 | Notify shortlisted Publishers, invite to presentation and send presentation instructions | 1 November 2018 |
| 6 | Notify unsuccessful Publishers and offer debriefing meetings | 1 November 2018 |
| 7 | Publisher presentations | 7 November 2018 |
| 8 | Final tender evaluation | 12-20 November 2018 |
| 9 | Internal governance activities | 21-29 November 2018 |
| 10 | Send Provisional Award letter to the winning Publisher | 30 November 2018 |
| 11 | Provisional award discussions and/or negotiation with preferred Publisher. Any final tender information confirmed | 3-6 December 2018 |
| 12 | Publisher signs contract documents - copies made & retained | 10 December 2018 |
| 13 | Initial meeting with Publisher & implementation plan details | 10 December 2018 |
| 14 | CONTRACT GO LIVE | 10 December 2018 |
| 15 | 90 Day Implementation Review | 1 April 2019 |
| 16 | First Quarterly Performance Review | 1 July 2019 |
| 17 | Annual Strategic Review | 1 April 2020 |

4.2 Instructions for Completing & Submitting the Tender Response Documents

Publishers should read these instructions carefully before completing and submitting the documents in this tender pack. Failure to complete all sections of the documents may result in the rejection of the tender:

* + 1. General Instructions

1. The Contract to be awarded is for Production and Marketing of the IHR Journal for the University of London
2. The Contract term is for 5 years, from 10 December 2018. The Contract terms and conditions include the opportunity for a 2 year extension on the initial 5 year period but any extension to the Contract must be agreed by all parties
3. Where a Publisher has been successful in the tendering exercise and are awarded a Contract, all submitted tender and PQQ documents will become the Contract documents for the Production and Marketing of the IHR Journal. All tender documents submitted by unsuccessful tenderers will remain the property of the University for 12 months after the award date of the relevant Contract. This is for audit purposes only and after 12 months is passed they will be destroyed
4. Publishers must ensure that they are familiar with the content of and the extent and nature of the obligations as outlined in the tender documents and shall in any event be deemed to have done so before submitting a tender
5. Publishers are solely responsible for any costs and expenses incurred in connection with the preparation and submission of their tender response
6. The University of London reserves the right not to award a Contract as a result of the current procurement process
7. Where a Contract is awarded for the Production and Marketing of the IHR Journal Services, the Contract will be made between the Publisher and the UNIVERSITY OF LONDON, an exempt charity and a statutory corporation (RC 000661). Headquarters are at Senate House, Malet Street, London WC1E 7HU, United Kingdom (the "University")
8. The University is currently not an organisation within the definition of a “Contracting authority” under Regulation 2(1) of the Public Contracts Regulations 2015 and is not obliged to adhere to the EU Public Procurement Directives
9. The University does not believe any employees are eligible for transfer under the Transfer of Undertakings (Protection of Employment) Regulations 2006 (SI 2006/246), or “TUPE”
10. The University of London reserves the right to amend, add to or withdraw all or any part of this tender at any time during the procurement exercise. Notification of such an event will be provided to all Publishers
11. Throughout the tender period if the University discovers information about any fraudulent activities concerning any of the bidding Publishers for the IHR Journal Contract, the University may halt the tender process and notify all Publishers. If the issue cannot be resolved the University has the right to abandon the tender with immediate effect

4.2.2 One Stage Procurement Process

1. The tender for this Contract is run in 1 single stage which comprises of a set of documents that Publishers are required to complete and return at the same time. The first document is for Publisher prequalification, to establish the bidding firm’s capability, knowledge, experience and skills required to deliver the Contract
2. All Publishers must complete the Publisher Prequalification Questionnaire (PQQ) in section X.0 and submit the last 2 years of their firm’s financial accounts. The PQQ asks Publishers to provide business information that establishes their overall capability regarding the provision of the Services
3. All PQQs returned will be evaluated and scored. The top scoring 5 Publishers who meet the required capability criteria will be selected for review of their submitted tenders. No more than 5 Publishers will be shortlisted.
4. Where a Publisher has not passed the PQQ stage their submitted tender will not be evaluated
5. The second set of documents are the ITT documents contained in this pack. Bidding Publishers must complete the Tender Response Document (including the Financial Offer Table) and the Form of Tender. These documents are for Publishers to propose to the University how they will provide the Services required and under what financial offer

4.2.3 PQQ & Tender Preparation

1. Publishers shall nominate a lead staff member to submit the PQQ and tender documents and serve as the single point of contact. Where the responding business is a partnership or consortia, responses should include contributions from all partners, consolidated into 1 tender response
2. All tender responses submitted must be in the English language. All financial values within any of the submitted documentation must be provided in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a Sterling equivalent must be provided. All prices submitted must be inclusive of VAT
3. If any submitted information is unclear Publishers may be asked to clarify their responses or provide additional information
4. All Publishers must submit the following completed PQQ and tender documents:
   1. The Prequalification Questionnaire
   2. Copies of their firm’s last 2 years of financial accounts
   3. The Tender Response Document for the Production and Marketing of the Journal (including the Financial Offer Table)
   4. Completed and signed Form of Tender
   5. A Microsoft Word copy of their firm’s terms and conditions of contract for the delivery of the Production and Marketing of the IHR Journal Services, for negotiation with the University upon Contract award
5. Publishers must enter their tender responses directly into the specification Word and Excel documents provided. Responses must not include links to policy documents (unless otherwise requested in the tender instruction) or hyperlinks to websites; these will not be reviewed or evaluated
6. The University will contact the Publisher’s referees listed in the PQQ from 12 October. Publishers are encouraged to notify their referees of this and that all references must be returned to the University before 26 October. References that are not returned or are returned late will be scored with a “zero”
7. PQQs will be scored based on a combination of a “pass / fail” system and the scores for the Publisher’s case study and references provided. The top 5 scoring PQQ will then have their tenders evaluated
8. Tenders will be scored based on a simple weighted and scored system. The highest possible score a bidder can achieve is 280 – this includes the scoring of Publisher presentations (see below) and these scores will be added to the overall tender score. When all tenders are scored, the highest scoring tender is awarded the Contract. See the tender evaluation section of this guidance for more information
9. In the Tender Response Document there is no limit on the amount of text Publishers can submit for these questions. All responses must be included in the Word document
10. In the Financial Offer Table, all prices submitted must be entered onto the Word table. All prices must be inclusive of VAT
11. The Form of Tender in this pack must be completed and signed. If this is not signed the tender will not be evaluated and will be withdrawn from competition

4.2.4 PQQ & Tender Return

1. For audit purposes all queries regarding the tender must be submitted to [procurement@london.ac.uk](mailto:procurement@london.ac.uk). For transparency purposes each Publisher’s query regarding this procurement exercise will be responded to with a copy sent to the other bidding Publishers. Queries sent in to a University staff member’s email address or by telephone will not receive a response
2. **Tender queries will be taken up to 12:00pm on 8 October 2018**
3. Publisher tender responses must be submitted to [procurement@london.ac.uk](mailto:procurement@london.ac.uk) before **12:00pm on 12 October 2018. No late tenders will be considered for this procurement exercise**
4. All tenderers are requested to keep their respective tender offers open and valid for acceptance by the University for 6 months after the return date of 12 October 2018

4.2.5 Publisher Presentations

1. Publishers will be required to prepare and deliver a short presentation as part of their tender submission. Publisher presentation guidance will be coordinated by the IHR and Procurement teams and provided to Publishers at a time shortly before the presentation
2. **The presentations are scheduled for 7 November 2018**. Publishers will be assigned a date and time for their presentation. These are the only dates available for the presentations and Publishers must plan on being available on these dates
3. The presentation will be scored as the rest of the tender response, based upon a 0-5 scoring system. Due to the importance of the presentation in the tender submission, the weighting is set at the higher level of 6

4.2.6 The Form of Tender

1. The Form of Tender is a Contract document and must be read by the Publisher, completed and signed and returned as part of the tender response. The Form of Tender includes a declaration that tenderers have read, understood and accept the specification for the delivery of the Services. The Form of Tender also asks the Publisher to confirm that they have submitted a copy of their firm’s terms and conditions of contract for the delivery of the Production and Marketing of the IHR Journal Services, for negotiation with the University upon Contract award
2. Tenders that are submitted without a signed Form of Tender will be removed from further competition
3. The Form of Tender must be signed:
   1. Where the tenderer is an individual, by that individual
   2. Where the tenderer is a partnership, by two duly authorised partners
   3. Where the tenderer is a company, by 2 directors or by a director and the company secretary, such persons being duly authorised for that purpose
4. A Publisher’s completed Form of Tender will be rejected if there is evidence that a tenderer has:
   1. Fixed or adjusted the prices, charges, rates and methodologies shown in its Form of Tender by or in connection with any agreement or arrangement with any other person
   2. Fixed or adjusted the prices, charges, rates and methodologies shown in its Form of Tender by reference to any other Form of Tender
   3. Communicated to any person other than the University of London the amount or approximate amount of the prices, charges, rates and methodologies shown in its Form of Tender except in accordance with instructions above
   4. In any respect, does not comply with the requirements of the Form of Tender

4.2.7 Provisional Award & Negotiation

1. The Publisher with the highest score for price and quality in the tender evaluation will be issued a “Provisional Award” for the Contract
2. The Provisional Award acknowledges the Publisher’s highest tender score and the University’s intention to award them the Contract. However there may be either pricing or quality issues in their tender submission that need further clarification. This may include negotiation on minor issues in the Publisher’s tender submission but will not result in fundamental changes to the Publisher’s bid
3. Where clarification and agreement between the University and the highest scoring Publisher are reached, any changes will be added to the Publisher’s bid and they will be issued the final Contract award
4. If agreement cannot be reached between the Publisher and the University the Provisional Award will be withdrawn. The next highest scoring Publisher will be issued a Provisional Award and a-c above will be observed

4.2.8 Rejection of Tenders

1. Any tender submitted by any Publisher will not be accepted in respect of which they:
2. Offer or agree to pay or give or does pay or give any sum of money, inducement or consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation any other tenderer or any other person's proposed Form of Tender
3. In connection with its tender or the award of the Contract, commit an offence under the Public Bodies Corrupt Practices Act 1887, Prevention of Corruption Acts 1889 to 1916 and the Bribery Act 2010
4. Have directly or indirectly canvassed any employee or official of the University of London concerning the acceptance of any tender or who has obtained or attempted to obtain information from any such employee or official concerning any other tender submitted by any other tenderer
5. Make or attempts to make any variation or alteration to the terms and conditions of Contract except where the variation or alteration is expressly permitted therein by the University
6. Fail to use the English language

4.2.9 Tender Debriefing

1. Following the conclusion of the tendering process unsuccessful Publishers will be offered debriefing to learn where their tender responses could have been better
2. Unsuccessful Publishers should notify the University of London in writing if they wish debriefing information; requests must be made within 15 days of the announcement of the tender shortlist. The University of London will aim to debrief unsuccessful Publishers within 15 days of receiving the request

5.0 Tender Evaluation Guidance

5.1 Overview

This section of guidance explains how tenders will be scored. Publishers are strongly advised to read this section thoroughly so they will understand the evaluation methodology employed. This section also includes a worked example of how a tender could be scored in this procurement exercise. Note the following key points:

5.1.1 All submitted PQQs will be scored and evaluated first and up to 5 top scoring Publishers will then have their tenders evaluated.

5.1.2 Tenders will be scored based on a simple weighted and scored system. All specification criteria will be scored as Weight X Score = Final Score. The highest possible score a bidder can achieve is 280; this includes the scoring of Publisher presentations (see below) and these scores will be added to the overall tender score. When all tenders are scored, the highest scoring tender will be awarded the Contract.

5.1.3 Publishers must complete and submit the PQQ and all tender documents required. They must also submit copies of the last 2 years of their firm’s financial accounts and a copy of their firm’s terms and conditions of contract for review and negotiation by the University.sponse Document, the 2

5.1.4 All prices submitted must be inclusive of VAT and will be fixed for the 5 years of the Contract term.

5.2 PQQ and Tender Scoring Methodology

5.2.1 PQQs and tender responses will be scored on a numerically weighted and scored system. All numerically scored sections will have criteria weighted in importance using a 1-5 matrix; 1 being of low importance and 5 being highest in importance for most criteria. However, due to the importance of the Publisher presentation element of the evaluation the weighting is set at 6:

|  |  |
| --- | --- |
| **1** | Low Importance |
| **2** | Not Very Important |
| **3** | Important |
| **4** | Very Important |
| **5** | Extremely Important |
| **6** | Publisher Presentation – Extremely Important |

5.2.2 Scoring will be based on a 0-5 scoring scale; 0 is the lowest possible score and 5 is the highest. Each criterion will be scored based upon the descriptions in the table below. Criteria will be scored as Weight X Score = Final Score. All scores will be added together to create a final score:

|  |  |  |
| --- | --- | --- |
| **Score** | **Description** | **Definition** |
| **0** | Failure | Failed to provide a response to the question. |
| **1** | Unacceptable | An unacceptable response. There is very poor evidence of the skill and experience sought; a high risk that relevant skills will not be available. |
| **2** | Less Than Acceptable | The response lacks convincing evidence of the skill and experience sought and a lack of real understanding of the requirement or evidence of ability to deliver. A medium risk that relevant skills or requirement will not be available. |
| **3** | Acceptable | 3 is an acceptable response and information presented by the Publisher provides evidence that they have the required level of skill and knowledge required to deliver the services. |
| **4** | Above Acceptable | The response demonstrates real understanding of the requirement and evidence of ability to meet it. Very good knowledge and skill of the specific provision required or relevant knowledge of comparable service or supply provision is shown. |
| **5** | Excellent | The response provides real confidence based on the Publisher’s extensive knowledge and skill to deliver the service or supply required. The response indicates that the Publisher will add real value to the organisation with excellent skills and a deep understanding of the service or supply needed. |

5.3 Instructions for Completing the Prequalification Questionnaire

5.3.1 Publishers should read these instructions carefully before completing the PQQ. Failure to comply with these requirements for completion and submission of the PQQ response may result in the rejection of the PQQ and tender.

5.3.2 These instructions are designed to ensure that all Publishers are given equal and fair consideration. It is important therefore that all required information is submitted in the format and order specified. The PQQ comprises of 6 sections:

1. Publisher Details
2. Mandatory & Discretionary Exclusions
3. Financial Sustainability
4. Professional References
5. Publisher Case Study
6. Declaration

5.3.3 Publishers need to submit 2 years of financial records at the same time as they submit their PQQ and tender. Publishers will also have a credit check carried out for their firm by [Creditsafe](https://www.creditsafe.com/gb/en.html) and they should achieve a 60% and greater score to be considered as a financially sustainable business.

* + 1. The University will contact the Publisher’s referees listed in the PQQ from 12 October. Publishers are encouraged to notify their referees of this and that all references must be returned to the University before 26 October. References that are not returned or are returned late will be scored with a “zero”.

5.3.5 Health and Safety, Equalities and Sustainability Policy documents will not be reviewed with the PQQ. However the successful Publisher must submit these for review before contract award. If any submitted information is unclear Publishers may be asked to clarify their responses or provide additional information.

5.3.6 The University of London reserves the right to amend, add to or withdraw all or any part of this tendering exercise at any time during the procurement exercise. Notification of such an event will be provided to all bidding Publishers.

5.3.7 At the conclusion of PQQ evaluations Publishers who have not been shortlisted will be offered debriefing to learn where their PQQ responses could have been better. Unsuccessful Publishers should notify the University of London in writing if they wish debriefing information; requests must be made within 15 days of the announcement of the winning tender. The University of London will debrief unsuccessful Publishers within 15 days of receiving the request.

5.3.8 This tender is a “single stage” tender, where Publishers are required to complete the PQQ and submit it along with their completed tender response. The IHR and Procurement Teams will evaluate and score the PQQs and select the highest scoring 5 PQQs for tender review. These 5 tenders are then evaluated and scored according to the methodology in this guidance. The highest scoring tender submitted by the shortlisted Publishers will be awarded the contract.

5.4 PQQ and Tender Evaluation Worked Example

5.4.1 This section provides Publishers with a worked example of how a PQQ and tender could be scored in this tendering exercise. For the purposes of this example the subjects are the following 3 Publishers:

1. Argosy Publishers
2. Brown University Publications
3. Smith & Smythe Marketing & Publishing Ltd

5.4.2 Prequalification Evaluation

1. The 3 Publishers above have responded to the advertised tender for the Production and Marketing of the IHR Journal and completed their PQQ and tender and returned all required documentation before the tender due date
2. All PQQS are evaluated first in order to establish a shortlist of Publishers whose tenders will be evaluated
3. Argosy Publishers PQQ is evaluated and scored, with the following results:

|  |  |  |  |
| --- | --- | --- | --- |
| **Section Name** | **Weight** | **Score** | **Notes** |
| Publisher Details | Pass or Fail | Pass | This section was completed in full |
| Mandatory & Discretionary Exclusions | Pass or Fail | Pass | All questions were answered positively and there were no grounds to exclude the Publisher from the competition |
| Financial Sustainability | Pass or Fail  Credit Check Minimum 60% | Pass | * 2 years of the Publisher’s audited accounts were submitted and they appear to be financially stable * A credit check was carried out and Argosy’s score was 87 out of 100 * Argosy does not have all the required insurances in place but have stated that they are prepared to purchase the insurance if they are awarded a contract |
| Professional References | 4 | Reference 1: 5  Reference 2: 3  Reference 3: 4  Subtotal: 12  **Total: 48**  **(weight X score)** | 3 positive, relevant references were returned; all were for similar work with similar values and complexity. Referees returned the following scores |
| Publisher Case Study | 5 | 5  **Total: 25**  **(weight X score)** | The case study Argosy returned was relevant and for a similar contract. The case study information showed Argosy’s knowledge and experience in dealing with the quality, efficiency and customer service aspects of the project |
| Declaration | Pass or Fail | Pass | This section was completed and signed |
| **Total PQQ Score** | | | **73 (48 + 25)** |

1. Argosy Publishers passed all the pass or fail sections of the PQQ and had a final score of 73 out of a possible maximum score of 85. Argosy and Brown University Publications were both shortlisted but Smith & Smythe were not, due to a low scoring case study and a poor credit rating. Argosy and Brown’s tenders were then evaluated and scored.

5.4.3 Tender Evaluation

1. The specification criteria in each section are evaluated using the weighting indicated with each criterion. The specification schedules that define the IHR Journal Production Contract and their weightings are listed in the following table, along with the highest possible score that each Publisher can attain in the evaluation; this number is the benchmark for all the tender evaluations. The highest possible score benchmark is shown in the table below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule** | **Criteria** | **Weight** | **Score** | **Total Score** |
| 1.0 | Editorial Policy and Content | 4 | 5 | 20 |
| 2.0 | Editorial Management | 3 | 5 | 15 |
| 3.0 | Workflow | 3 | 5 | 15 |
| 4.0 | Special Issues | 3 | 5 | 15 |
| 5.0 | Journal Design and Format | 3 | 5 | 15 |
| 6.0 | Journal Production | 5 | 5 | 25 |
| 7.0 | Fulfilment and Distribution | 3 | 5 | 15 |
| 8.0 | Contract & Security Management | 4 | 5 | 20 |
| 9.0 | Development of the Journal | 4 | 5 | 20 |
| 10.0 | Marketing and Promotion | 5 | 5 | 25 |
| 11.0 | Copyright, Permissions and Licensing | 3 | 5 | 15 |
| 12.0 | The Publisher Presentation | 6 | 5 | 30 |
| 13.0 | Service Sustainability | 3 | 5 | 15 |
| 14.0 | Equalities | 2 | 5 | 10 |
| 15.0 | Contract Terms & Conditions | Pass or Fail | |  |
| 16.0 | Ownership and Financial Offer | 5 | 5 | 25 |
| **Highest Possible Score for Tenders** | | | | **280** |

1. The highest score that can be achieved is 280 and this is the benchmark used for the scoring formula.
2. As per the above example, Argosy Publishers score for their tender submission is shown below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Schedule** | **Criteria** | **Weight** | **Score** | **Total Score** |
| 1.0 | Editorial Policy and Content | 4 | 3 | 12 |
| 2.0 | Editorial Management | 3 | 3 | 9 |
| 3.0 | Workflow | 3 | 2 | 6 |
| 4.0 | Special Issues | 3 | 3 | 9 |
| 5.0 | Journal Design and Format | 3 | 3 | 9 |
| 6.0 | Journal Production | 5 | 4 | 20 |
| 7.0 | Fulfilment and Distribution | 3 | 2 | 6 |
| 8.0 | Contract & Security Management | 4 | 5 | 20 |
| 9.0 | Development of the Journal | 4 | 5 | 20 |
| 10.0 | Marketing and Promotion | 5 | 3 | 15 |
| 11.0 | Copyright, Permissions and Licensing | 3 | 3 | 9 |
| 12.0 | The Publisher Presentation | 6 | 3 | 18 |
| 13.0 | Service Sustainability | 3 | 2 | 6 |
| 14.0 | Equalities | 2 | 2 | 4 |
| 15.0 | Contract Terms & Conditions | Pass or Fail | |  |
| 16.0 | Ownership and Financial Offer | 5 | 3 | 15 |
| **Argosy Publishers Total Tender Score** | | | | **178** |

1. Argosy Publishers’ final tender score is 178. Brown University Publications’ scored higher at 184. Smith & Smythe Marketing & Publishing Ltd were removed from the tender competition when they did not pass the PQQ stage of the tender:

|  |  |
| --- | --- |
| **Publisher** | **Total Tender Score** |
| Argosy Publishers | 178 |
| **Brown University Publications** | **184** |
| Smith & Smythe Marketing & Publishing Ltd | Removed From Competition |

1. As the highest scoring Publisher, Brown University Publications is duly given a Provisional Award for the Contract, pending the discussion with the University regarding the terms and conditions of Contract. Once these have been agreed between both parties (and any other tender or service delivery issues are resolved with Brown) Brown University Publications is given the final contract award for the Production and Marketing of the IHR Journal.
2. Using this methodology, the Most Economically Advantageous Tender is selected using a transparent, weighted and scored process to evaluate the quality financial offer of all tenders. This process provides a firm basis for an objective and auditable evaluation of whether a tender meets the University’s essential requirements and the importance of qualitative differences between tenders.

6.0 The Prequalification Questionnaire

Introduction

The purpose of this PQQ is for Publishers to provide the business information that will show they are a sustainable business with the experience required to deliver the Services. This form also confirms the Publisher’s credit status, business references and required insurances. The case study section provides the Publisher with the opportunity to show that they have carried out similar work in the past. Upon completion of this form, Publishers do not need to provide supporting documents such as accounts, certificates, statements or policies but these may be requested at a later stage. Every question on this form must be answered; incomplete forms will not be accepted.

Contents

1. Publisher Details
2. Mandatory & Discretionary Exclusions
3. Financial Sustainability
4. Professional References
5. Publisher Case Study
6. Declaration

|  |
| --- |
| 1. Publisher Details |

|  |  |  |
| --- | --- | --- |
| **a.** | Full name of your business or organisation - or of the business or organisation acting as lead contact where a consortium bid is being submitted |  |
| **b.** | Contact name: |  |
| **c.** | Address: |  |
| **d.** | Post code: |  |
| **e.** | Country: |  |
| **f.** | Phone: |  |
| **g.** | Mobile: |  |
| **h.** | Email: |  |
| **i.** | Registered office address (if different from above) |  |
| **j.** | Company or charity registration number |  |
| **k.** | VAT registration number |  |
| **l.** | Name of immediate parent company |  |
| **m.** | Name of ultimate parent company |  |
| **n.** | Please indicate your business structure: | |
|  | Self Employed Individual  Private Company  Public Limited Company  Partnership | Limited Liability Partnership  Social Enterprise or Voluntary Sector Business  Charity  Other |
| **o.** | If “Other” please provide details in the space below: | |
|  |  | |
| 1. Mandatory & Discretionary Exclusions | | |

1. Mandatory Exclusions

Please state ‘Yes’ or ‘No’ to each question. It is mandatory in the PQQ that the questions below are answered positively; if a Publisher cannot answer ‘No’ to every question in this section the PQQ will not be approved. For questions regarding the completion of this form, Publishers should contact the relevant staff member or the project’s first point of contact at the University.

**Has your organisation or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?**

|  |  |  |
| --- | --- | --- |
| **i** | Conspiracy within the meaning of section 1 of the [Criminal Law Act 1977](http://www.legislation.gov.uk/ukpga/1977/45) where that conspiracy relates to participation in a criminal organisation as defined in [Article 2(1) of Council Joint Action 98/733/JHA (as amended)](http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX%3A31998F0733) | Yes  No |
| **ii** | Corruption within the meaning of section 1 of the [Bribery Act 2010](http://www.legislation.gov.uk/ukpga/2010/23/contents) | Yes  No |
| **iii** | The offence of bribery, where the offence relates to active corruption | Yes  No |
| **iv** | Bribery within the meaning of section 1 or 6 of the [Bribery Act 2010](http://www.legislation.gov.uk/ukpga/2010/23/contents) | Yes  No |
| **v** | The offence of cheating the Revenue | Yes  No |
| **vi** | The offence of conspiracy to defraud | Yes  No |
| **vii** | Fraud or theft within the meaning of the [Theft Act 1968](http://www.legislation.gov.uk/ukpga/1968/60/contents) and the [Theft Act 1978](http://www.legislation.gov.uk/ukpga/1978/31) | Yes  No |
| **viii** | Fraudulent trading within the meaning of section 458 of [the Companies Act 1985](http://www.legislation.gov.uk/ukpga/1985/6/contents) or section 993 of the [Companies Act 2006](http://www.legislation.gov.uk/ukpga/2006/46/contents) | Yes  No |
| **ix** | Fraudulent evasion within the meaning of section 170 of the [Customs and Excise Management Act 1979](http://www.legislation.gov.uk/ukpga/1979/2/section/139) or section 72 of the [Value Added Tax Act 1994](http://www.legislation.gov.uk/ukpga/1994/23/contents) | Yes  No |
| **x** | Defrauding the Customs within the meaning of the [Customs and Excise Management Act 1979](http://www.legislation.gov.uk/ukpga/1979/2/contents) and the [Value Added Tax Act 1994](http://www.legislation.gov.uk/ukpga/1994/23/contents) | Yes  No |
| **xi** | Destroying, defacing or concealing of documents or procuring the extension of a valuable security within the meaning of section 20 of the [Theft Act 1968](http://www.legislation.gov.uk/ukpga/1968/60/contents) | Yes  No |
| **xii** | Fraud within the meaning of section 2, 3, 4 or 7 of the [Fraud Act 2006](http://www.legislation.gov.uk/ukpga/2006/35/contents) | Yes  No |
| **xiii** | Money laundering within the meaning of section 340(11) of the [Proceeds of Crime Act 2002](http://www.legislation.gov.uk/ukpga/2002/29/contents) | Yes  No |
| **xiv** | An offence in connection with the proceeds of criminal conduct within the meaning of section 93A, 93B or 93C of the [Criminal Justice Act 1988](http://www.legislation.gov.uk/ukpga/1988/33/contents) or article 45, 46 or 47 of the [Proceeds of Crime (Northern Ireland) Order 1996](http://www.legislation.gov.uk/nisr/2016/33/made) | Yes  No |
| **xv** | An offence in connection with the proceeds of drug trafficking within the meaning of section 49, 50 or 51 of the [Drug Trafficking Act 1994](http://www.legislation.gov.uk/ukpga/1994/37/part/I) | Yes  No |
| **xvi** | Any offence that includes non-compliance with the [Immigration, Asylum and Nationality Act 2006](http://www.legislation.gov.uk/ukpga/2006/13/contents), ensuring that your staff are eligible to work in the UK | Yes  No |
| **xvii** | An offence under section 2 or section 4 of the [Modern Slavery Act 2015](http://www.legislation.gov.uk/ukpga/2015/30/contents/enacted) | Yes  No |

1. Discretionary Exclusions: General

Please state ‘Yes’ or ‘No’ to each question below. Publishers may be excluded from consideration if they answer ‘Yes’ to any of the following questions. However the University may decide to allow Publishers to proceed further, upon receipt of further information. For questions that Publishers answered with a ‘Yes’, Publishers should set out (in a separate document) full details of the relevant incident and any remedial action that was taken. The information provided will be taken into account by the University in considering whether or not a Publisher will be able to proceed any further in this procurement exercise.

**Is any of the following true of your business or organisation?**

|  |  |  |
| --- | --- | --- |
| **i** | Is your organisation compliant with the Modern Slavery Act 2015? | Yes  No |
| **ii** | If you are a relevant commercial organisation as defined by the Act, can you provide a copy of your modern slavery statement if requested? | Yes  No |
| **iii** | Being an individual, is bankrupt or has had a receiving order or administration order or bankruptcy restrictions order made against him or has made any composition or arrangement with or for the benefit of his creditors or has not made any conveyance or assignment for the benefit of his creditors or appears unable to pay or to have no reasonable prospect of being able to pay, a debt within the meaning of section 268 of the Insolvency Act 1986, or article 242 of the Insolvency (Northern Ireland) Order 1989, or in Scotland has granted a trust deed for creditors or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of his estate, or is the subject of any similar procedure under the law of any other state | Yes  No |
| **iv** | Being a partnership constituted under Scots law, has granted a trust deed or become otherwise apparently insolvent, or is the subject of a petition presented for sequestration of its estate | Yes  No |
| **v** | Being a company or any other entity within the meaning of section 255 of the [Enterprise Act 200](http://www.legislation.gov.uk/ukpga/2002/40/contents)2 has passed a resolution or is the subject of an order by the court for the company’s winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state | Yes  No |
| **vi** | Has your organisation been convicted of a criminal offence relating to the conduct of your business or profession? | Yes  No |
| **vii** | Has your organisation committed an act of grave misconduct in the course of your business or profession? | Yes  No |
| **viii** | Has your organisation failed to fulfil obligations relating to the payment of social security contributions under the law of any part of the United Kingdom or of the relevant State in which you are established? | Yes  No |
| **ix** | Has your organisation failed to fulfil obligations relating to the payment of taxes under the law of any part of the United Kingdom or of the relevant State in which you are established? | Yes  No |
| **x** | Does your firm have a poor credit rating? All Publishers will be credit checked using the Credit Safe system. A Publisher’s credit rating should be scored at a minimum of 60% to be considered a financially sustainable business | Yes  No |
| **xi** | [Credit Safe](http://www2.creditsafeuk.com/) Report Score: |  |

1. Discretionary Exclusion: Conflict of Interest

The University of London is governed by the University of London Act 1994 and by the Statutes made under it. The governing body of the University is the Board of Trustees and the principal officer is the Vice-Chancellor. Publishers who work for the University of London must be aware of the corporate governance structures of the University and observe the rules set out in the governance document [Ordinance 8 Registration and Declaration of Interests](https://london.ac.uk/sites/default/files/governance/Ordinance-8-Registration-and-Declaration-of-Interests_0.pdf).

Please answer ‘Yes’ or ‘No’ to the question below:

|  |  |  |
| --- | --- | --- |
| **i** | Do you agree to observe the rules set out in the governance document Ordinance 8 Registration and Declaration of Interests? | Yes  No |

Please answer ‘Yes’ or ‘No’ to questions ii-v below. If you answered ‘Yes’ to any of these questions, please identify the pertinent individual(s) and their relationship to your company and any other relevant information in the space vi, below. If Publishers cannot answer ‘No’ to every question it is possible that the application might not be accepted. In the event that any of the following do apply, please provide full details in space vi, including any remedial action that was taken. The information provided will be taken into account by the University in considering whether or not a Publisher will be able to proceed any further in respect of this procurement exercise.

|  |  |  |
| --- | --- | --- |
| **ii** | Does any member of the University of London Board Of Trustees (a “Trustee”) serve as an officer or director of your company? | Yes  No |
| **iii** | Does any immediate family member (spouse or dependent child) of a Trustee have an ownership interest in your company? | Yes  No |
| **iv** | Does any University of London employee or their immediate family member serve as an officer, director, partner or sole proprietor of your company? | Yes  No |
| **v** | Are you aware of any other circumstances that could constitute a conflict of interest with the University? | Yes  No |
| **vi** | In the space below please provide information on the above questions, if required: | |
|  |  | |

|  |
| --- |
| 1. Financial Sustainability |

Publisher responses to this section will be used to undertake an assessment of your firm’s economic and financial standing. Publishers will be contacted by the University if this assessment identifies that a parent or other type of guarantee is required.

1. Financial Information

|  |  |
| --- | --- |
| Please submit 1 set of copies of your firm’s audited accounts for the most recent 2 years | |
| Have you submitted your audited accounts along with your completed PQQ? | Yes  No |

1. Insurance

|  |  |  |
| --- | --- | --- |
| **i** | Public liability insurance is required and the minimum amount the Publisher must hold is £5 million. Please confirm that you have this in place: | Yes  No |
| **ii** | Employer’s liability insurance is required and the minimum amount the Publisher must hold is £10 million. Please confirm that you have this in place: | Yes  No |
| **iii** | Indemnity insurance is required and the minimum amount the Publisher must hold is £2 million. Please confirm that you have this in place: | Yes  No |
| **iv** | If you do not have the above insurances in place, confirm here that you will obtain them if you are awarded the contract: | Yes  No |
| 1. Professional References | | | |

1. Professional References

Please provide details of 3 commercial contracts that are relevant to the requirements in this tender. These will be used to undertake an assessment of the Publisher’s technical and professional ability to provide the services required in this tender. **Each reference will be scored; the weighting for this capability is set at 4.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Referee 1** | **Referee 2** | **Referee 3** |
| **i** | Customer business or organisation (name): |  |  |  |
| **ii** | Customer contact name, phone number and email: |  |  |  |
| **iii** | Contract start date: |  |  |  |
| **iv** | Contract completion date: |  |  |  |
| **v** | Total contract value: |  |  |  |
| **vi** | Brief description of the contract (max 150 words) including evidence as to your capability in this market: |  |  |  |
| **vii** | If you cannot provide three references, please briefly explain why (100 words max) | | | |
|  | | | | |

|  |
| --- |
| 1. Publisher Case Study |

Publishers must prepare a case study for this PQQ that demonstrates their past or current knowledge, skill and experience in developing, implementing and delivering the Journal Production and Marketing Services. The case study must be written directly into this Word document using the heading below; case studies submitted as separate documents will not be reviewed. Please limit the text to no more than 3000 words. **Case studies will be scored; the weighting for this capability is set at 5.**

|  |
| --- |
| 1. Project Summary   *(Include the name of contract or project, the customer business name, phone number and email. Include the contract start and completion dates and the final or estimated contract value)*   1. Planning and Development 2. Project Implementation 3. Support and Maintenance 4. Benefits Realised and Project Successes 5. What Could Have Gone Better |

|  |
| --- |
| 1. Declaration |

I declare that to the best of my knowledge the answers submitted in this Prequalification Questionnaire are correct. I understand that the information will be used in the process to assess my firm’s suitability to be invited to tender for the University’s requirement and I am signing on behalf of my business. I understand that the University will review and score this PQQ and may reject it there is a failure to answer all relevant questions fully and as required or if I provide false or misleading information.

Form Completed By:

Name:

Date:

Signature:

7.0 Specification for the Production and Marketing of the University of London, Institute of Historical Research’s Journal *Historical Research*

This specification for production and marketing of *Historical Research* provides details on all aspects of the service that the University requires. Publishers should familiarise themselves with this section and propose how they will deliver the Services in the Tender Specification Response Document in this ITT pack.

Contents

1.0 Editorial Policy and Content

2.0 Editorial Management

3.0 Workflow

4.0 Special Issues

5.0 Journal Design and Format

6.0 Journal Production

7.0 Fulfilment and Distribution

8.0 Contract & Security Management

9.0 Development of the Journal

10.0 Marketing and Promotion

11.0 Copyright, Permissions and Licensing

12.0 The Publisher Presentation

13.0 Service Sustainability

14.0 Equalities

15.0 Contract Terms & Conditions

16.0 Ownership and Financial Offer

1.0 Editorial Policy and Content

1.1 *Historical Research* publishes original articles which make a significant contribution to the development of the discipline. Its content covers a wide geographical and temporal span (from the early middle ages into the 21st century), and represents a variety of approaches and methodologies, including social, political, urban, intellectual and cultural history. Articles are usually between 8,000 and 14,000 words including references, but longer articles are sometimes published. The Journal also reserves space for the publication of important short notes and documents.

1.2 Most of the articles published in the Journal are unsolicited submissions (of which around 100 are received each year), although authors are frequently encouraged informally to submit. Submissions have substantially increased over the last few years and appear to continue to be doing so. They are received from the UK and internationally and from historians at all stages of their careers. The Journal is particularly committed to encouraging early career researchers and first-time authors. This aim is formalized with the Pollard Prize which offers publication to the best seminar delivered at the IHR by a postgraduate or first-year postdoctoral student each year. The *Historical Research* annual lecture is a prestigious lecture which opens the IHR’s annual 2-day Conference and which is subsequently published in the Journal. It has previously been given by Lucy Worsley, John Morrill and Tristram Hunt.

1.3 The Journal currently runs to 800 pages per year (approximately 40 articles), published in four issues online and in print (February, May, August and November).

The Successful Publisher Will:

1. Help the University and the IHR to attract high quality contributions to the Journal and encourage early career researchers.
2. Support and fund the Pollard Prize with a book prize valued at £500 for the winner and a runner up prize of £200.
3. Support and fund the *Historical Research* annual lecture, at an approximate value of £1,500.

2.0 Editorial Management

2.1 The Director of the IHR (Professor Jo Fox) is *ex officio* the Editor of *Historical Research*. Up until now the overall strategy of the Journal has been determined by the Editor supported by the IHR’s Publications Committee. The day to day running of the Journal is undertaken by the Executive Editor (Dr Julie Spraggon, employed full-time by the IHR, but not exclusively on *Historical Research*) and the Assistant Editor (Sara Charles, 2 days per week). The Journal has never had an editorial board but we would like to look into establishing a small advisory board consisting of academics at all stages of their careers, and with international representation.

The Successful Publisher Will:

1. Provide professional advice to help the IHR establish an advisory editorial board and provide support for expenses.

3.0 Workflow

3.1 Since 2015 submission and review have been managed online through ScholarOne Manuscripts. Articles are peer reviewed by two independent experts chosen by the executive editor from UK or international institutions. The reviewing process is double blinded. The standard of articles submitted for publication in *Historical Research* is generally high, but even so approximately 60% of articles are rejected, and very few are accepted for publication without at least minor changes.

3.2 The time allowed for initial peer review is usually between 6 and 12 weeks. Once a set of reports has been received, the executive editor decides whether to accept a particular article for publication in the Journal. The Journal requires two positive reports for acceptance.

3.3 All copyediting is done in-house by the executive and assistant editor. Edited articles are checked by the author and any queries answered, and then are passed to the Publisher (via ScholarOne) for typesetting. Proofs are read by authors and the executive and assistant editors, but corrected proofs checked by the editorial team only. Articles are then immediately published online.

3.4 The Table of Contents for each issue of the Journal is drawn up by the Executive Editor and corresponds as far as possible with the order in which articles were accepted for publication, while ensuring a chronologically and thematically balanced issue. Most of the articles in each issue are selected from those already published on Early View. Proofs for the fully compiled issue and cover are sent to the Executive Editor for checking. Authors deal directly with the Publisher about PDF versions of the final article and any offprints required. The authors are all sent a free copy of the printed issue in which their article appears.

The Successful Publisher Will:

1. For the Contract term, develop a quality management methodology that will ensure the efficient and effective production of the IHR Journal.
2. Work collaboratively with the IHR to maintain an efficient workflow, for the term of the Contract.
3. Host an online submissions site which will be managed by the IHR editorial team.
4. Provide an incentivisation plan to encourage reviewer participation. An example would be free online access to the Journal for a limited period.

4.0 Special Issues

4.1 The Journal occasionally produces special issues which are accommodated within the normal publishing schedule (rather than produced as supplements). These are normally guest-edited by invitation or are the result of a proposal approved by the editorial team and the IHR’s Publications Committee. Special issues are undertaken only every three or four years because of the extra work involved. Previous special issues have included The Centenary of the Russian Revolution: New Directions in Research (ed. Matthew Rendle); Early Medieval Law in Context (ed. Jenny Benham); and Who Was Henry VII? The 500th Anniversary of the Death of the First Tudor King (ed. Mark Horrowitz). We are currently planning a special issue to mark the centenary of the IHR in 2021 on ‘Historical Futures’.

4.2 *Historical Research* also produces annual virtual issues using some of the best of our past and present articles and including multimedia content, such as conference podcasts, when available. These thematic issues are often linked to a current event or anniversary. Last year’s issue highlighted selected articles by women authors as a tie-in to the IHR/KCL conference on London women historians. Access to virtual issues is freely available for a fixed term; this is available for a minimum of 6 months, after which they would be available to subscribe in the usual way.

The Successful Publisher Will:

1. Provide individual cover designs and marketing for special issues and an extra print run (of around 100 copies) for one-off, non-subscription sales.
2. Share the cost or provide financial support for special issues.
3. Offer free access to virtual issues and feature these prominently on the Journal’s web pages.

5.0 Journal Design and Format

5.1 The Journal was last redesigned in 2011 with a new cover and larger format (it currently measures 246 x 170 mm). Images and other supplemental materials are included with articles, in colour online and in black and white in print.

5.4 The Publisher will manage all advertising in the Journal, though it generally carries very little advertising. If filler pages are required, the IHR will provide news of upcoming publications or events.

The Successful Publisher Will:

1. Manage and monitor all Journal advertising.
2. Design and implement a new, lively, up-to-date cover with images for each issue or volume, which also emphasizes the connection to the Journal’s identity as part of the IHR.
3. Provide provision for free colour images (16 per volume) at no additional cost.
4. Provide a paper weight of 80gsm (matt) for the printed Journal.

6.0 Journal Production

6.1 The production of the Journal is handled either directly by the Publisher, or by firms to whom they have contracted elements of the work, such as typesetting. All production costs (typesetting, corrections, covers, paper, printing and binding, offprints etc.) are currently deducted from the proceeds of the Journal each year. The print run is fixed annually by the Publisher, after consultation with the IHR as to the numbers on its membership list.

6.2 The Journal is published four times a year (February, May, August and November) and it is very important to the IHR that the Journal always appears on schedule.

The Successful Publisher Will:

1. For the Contract term, develop a quality production methodology that will ensure the efficient and effective production of the IHR Journal.
2. Manage all aspects of production to a very high standard.
3. Publish four issues of the Journal a year on schedule, online and in print.

7.0 Fulfilment and Distribution

7.1 There are two subscription lists for the Journal: one held by the Publisher and another smaller one held by the IHR (for selected member institutions, and libraries and organisations offering exchange publications, currently numbering 45). The two lists are maintained independently, and queries about the list for ‘members’ are dealt with by the IHR, but the dispatch of copies is handled entirely by the Publisher (via a third party). The IHR is responsible for ensuring that an up-to-date address list for its ‘members’ is supplied in good time. Within the UK, delivery of the Journal to subscribers is usually in the first week of the relevant month.

The Successful Publisher Will:

1. Provide free print and online subscriptions for the editorial team, the IHR library, and any future board members.
2. Provide one free print copy for authors of the issue in which their article appears.

8.0 Contract & Security Management

8.1 For the term of the Contract Publishers will be responsible for the contract and security management elements of their provision of the Services.

The Successful Publisher Will:

1. Maintain a Contract and security management regime that will be employed in managing the Services.
2. Provide IHR with a Contract implementation plan with milestones and activities, that will be used to implement the new Contract
3. Maintain an account or Contract manager who will be:
4. The first point of contact for daily and strategic aspects of the Journal’s production
5. Responsible for security, risk management, complaints and customer service for the term of the Contract
6. Accountable for data management, in light of GDPR
7. Committed to managing the Contract collaboratively, through participation in the University’s contract performance review regime

9.0 Development of the Journal

9.1 The IHR is open to innovation and development of the Journal. The IHR is keen to develop the Journal’s identity through a stronger/more dynamic connection with the IHR as it moves forward. The IHR as a centre for research is a great asset for the Journal and one that has perhaps been underplayed in the past.

9.2 The IHR want to increase international submissions as well as innovation in terms of the material published and how it is published. Potential new types of article might include longer review and historiographical articles or roundtable debates, individual career retrospectives (like the recent Catherine Hall event at the IHR). This fresh thinking could extend beyond content types to digital functionality. There may be ways in which the IHR with its digital expertise and history of developing successful online platforms could work with the Publisher to explore the boundaries of what online Journals can and should do in the digital age. There may also be scope to connect the Journal to the IHR’s ‘Reviews in History’ (history.ac.uk/reviews/) – a collection of 2000+ scholarly reviews of secondary works – perhaps linking to the Journal by subject and author

9.3 The IHR would like to provide a closer and more dynamic link between the Journal and the IHR website through a closer connection to the IHR’s new-look blog, to be formally launched in autumn 2018. The blog will offer a new interface with a dedicated section for *Historical Research*. The blog will serve as an online space both to promote work at the IHR but also the historical profession and discipline more widely, with high-quality externally commissioned content. The blog is expected to become an important place of commentary and a popular resource, further boosted by the Institute’s strong social media presence (e.g., 30,000 twitter followers). Some examples are:

1. Support for the creation of an IHR ‘magazine’ run by Early Career Researchers
2. New forms of short-form and opinion content (text, audio and video) that speak to the aims and priorities of the Journal, but in ways that would not be included in the main Journal.
3. The facility to repurpose archived Journal content by making it publicly available for short periods when the themes covered correspond with current debates. This would help draw more attention to the Journal’s virtual issues and older content.

The Successful Publisher Will:

1. Promote a strong and distinctive identity for the Journal within the discipline.
2. Offer suggestions for further development in terms of both format and content to help keep the Journal at the forefront of history Journal publication.
3. Support a closer more dynamic connection between the Journal and the IHR website.
4. Propose ways that Journal development can add value to the IHR and the University of London.

10.0 Marketing and Promotion

10.1 *Historical Research* is one of the leading generalist Journals for history published in the UK. As such The IHR expects that it would be held by all university libraries in the UK and a significant number overseas, particularly in the USA. The Journal is not confined to the study of British history, so its appeal is not limited to those countries where British history (or British studies) figures on the curriculum. *Historical Research* articles might be expected to appear on the reading lists of most UK undergraduate history students.

10.4 *Historical Research* is currently indexed/abstracted in the following: Academic Search (EBSCO Publishing), Academic Search Alumni Edition (EBSCO Publishing), Academic Search Elite (EBSCO Publishing), Academic Search Premier (EBSCO Publishing), America: History & Life (EBSCO Publishing), Arts & Humanities Citation Index (Clarivate Analytics), Current Contents: Arts & Humanities (Clarivate Analytics), Expanded Academic ASAP (GALE Cengage), Historical Abstracts (EBSCO Publishing), InfoTrac (GALE Cengage), OmniFile Full Text Mega Edition (HW Wilson), Periodical Index Online (ProQuest), ProQuest Central (ProQuest), ProQuest Central K-218, Research Alert (Clarivate Analytics), Research Library (ProQuest), Research Library Prep (ProQuest).

The Successful Publisher Will:

1. Provide a marketing plan for selling and distributing the Journal on behalf of the University, with the goal of increasing sales and promoting and raising the profile of the Institute of Historical Research.
2. Provide bespoke marketing within the discipline (either individually or as part of a list of history Journals) to maintain (and develop) the Journal’s presence in the national and international history community.
3. Support the promotion of IHR events, activities and projects. An example would be sponsorship and promotion of the IHR's forthcoming centenary campaign.
4. Increase the readership and global reach of the Journal, providing regular usage statistics.
5. Enhance and increase the Journal’s presence on social media.
6. Maximise all advertising opportunities in print and online to promote the Journal, the IHR and the University of London.
7. Provide a facility to report on all marketing, promotional and sales activities.

11.0 Copyright, Permissions and Licensing

11.1 Copyright for Journal content is owned by the IHR, but authors retain the right to re-use the material in future collections of their own work without fee. Acknowledgements of prior publication in the Journal and of the copyright-holder are the only requirements in such cases. Copyright agreements are dealt with by the Publisher through their online licensing system. Open access agreements are offered on payment of an Article Publication Charge.

The Successful Publisher Will:

1. Manage copyright licenses and offer paid-for open access as an option for authors.
2. Confirm that the IHR retains copyright and the right to permit author re-use without fee.

12.0 The Publisher Presentation

12.1 Shortlisted Publishers will be required to prepare and deliver a short presentation as part of their tender submission.

12.2 Presentation guidance will be coordinated by the University of London Procurement and IHR teams and provided to Publishers at a time shortly before the presentation.

The Successful Publisher Will:

1. Observe the tender schedule for presentations, which are scheduled for 7 November 2018. These are the only dates available for the presentations and Publishers must plan on being available on these dates.
2. Acknowledge that the presentation will be scored as the rest of the tender response, based upon a 0-5 scoring system. Due to the importance of the presentation in the tender submission, the weighting is set at the higher level of 6.

13.0 Service Sustainability

13.1 Publishers must provide details on how they will produce and market the IHR Journal in a socially, economically and environmentally sustainable way.

The Successful Publisher Will:

1. Provide the Journal production Services to the University in line with the University’s [Corporate Social Responsibility Policy.](https://london.ac.uk/about-us/how-university-run/policies/corporate-social-responsibility)
2. Employ a sustainability programme in their offices that complements and supports the key points of the CSR policy above.
3. For the Contract term, maintain a member of staff who will be responsible for the sustainable issues in the delivery of the Services.

14.0 Equalities

14.1 Throughout the term of this Contract, Publishers will be responsible for delivering the Journal production Services with full regard to all UK and EU equalities legislation, particularly the UK Equalities Act 2010.

The Successful Publisher Will:

1. Maintain a methodology for delivering the key points of their equalities policy in the delivery of the Services, in line with the University’s Equalities Policy.
2. For the Contract term, maintain a member of staff who will be responsible for the equalities issues in the delivery of the Services.

Schedule 15.0 Contract Terms & Conditions

Publishers are required to submit a copy of their firm’s standard terms and conditions for the provision of the Journal production Services. The University will review them with a goal to accept them as the Contract’s terms and conditions. However the University requires the inclusion of key clauses in the terms that may need to be negotiated with the successful Publisher. Some of these clauses are included below:

15.1 Termination

15.2 Defaults or service credits for performance breach of contract

15.3 Invoicing at 30 days in arrears; payable in pounds Sterling; invoices sent electronically to [einvoice@london.ac.uk](mailto:einvoice@london.ac.uk); no payment will be made on invoices that do not have a valid purchase order number printed on them

15.5 Modern Slavery Act and UK staff employment eligibility

15.6 Data Protection and GDPR

15.7 Criminal Finances Act 2017

15.7 The option to extend the Contract for an additional 2 years, upon agreement between both parties to the Contract

16.0 Ownership and Financial Offer

16.1 *Historical Research* is owned by the IHR, and any proceeds therefrom are divided between the Publisher and the IHR as a profit share, after production, editorial assistance and other costs have been deducted. The IHR receives payment for each volume in the April of the following year (i.e. in April 2018 for the 2017 volume), together with a full report and breakdown of income and costs.

16.2 As editing of articles is undertaken in house at the IHR most of the editorial costs are met by the Institute (salaries, overheads, stationery, etc.) However, a percentage of the Journal revenues are received by the IHR towards the cost of the editorial office with a Minimum Guaranteed Payment (£35,000) received in advance in January each year.

16.3 The IHR needs to maximise all income opportunities from the Journal but are keen to balance this with the maintenance and further development of the high quality and standing of the Journal. The decision on the Journal’s future Publisher will not be made on the financial package alone, though an equitable deal that allows the editorial office to function well and the IHR to receive sufficient income from the Journal is very important. Financial and subscription information is provided in Table 16.0.

The Successful Publisher Will:

1. Use the information in Table 16.0 below to develop a Financial Offer to the University for this Contract.
2. Provide a five-year projection of income and subscriptions for the Journal, indicating the percentage of revenue that will come to the IHR. The Publisher’s Financial Offer must be submitted in the Tender Response Document in the ITT pack and must:
3. Remain static for the 5 year term of Contract
4. Be submitted in pounds Sterling
5. Include VAT
6. The Financial Offer will be evaluated according to the following criteria:
7. Completion of the Financial Offer Table
8. Evidence of financial sustainability shown for the 5 year term of Contract
9. Increase in subscriptions income
10. Value of financial or commercial return to the University
11. Acknowledge that the University is keen to improve upon the value of the Contract and Publishers are strongly advised to consider the best possible pricing they can offer for the Contract term.

Table 16.0

1.0 FINANCIAL & SUBSCRIPTION INFORMATION

1.1 Table including number of standalone institutional subscriptions, broken down by format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Institutions Buying via Traditional Subscriptions** | **2015** | **2016** | **2017** |
| Online | 11 | 11 | 5 |
| Print & Online | 11 | 11 | 8 |
| Print | 39 | 42 | 35 |

1.2 Table including non-subscription based revenue (GPB£):

|  |  |  |  |
| --- | --- | --- | --- |
| **Non Subscription Revenue Type** | **2015** | **2016** | **2017** |
| Permissions & other rights | 8,125 | 8,383 | 7,473 |
| Digital archive | 5,157 | 13,424 | 1,947 |
| Back issues | 824 | 1 | 78 |
| Pay-per-view | 1,824 | 1,560 | 897 |
| Commercial reprints | 0 | 215 | 0 |
| Open Access fees | 499 | 7,172 | 4,333 |
| Advertising | 0 | 0 | 0 |

1.3 Table including subscription revenue (GPB£):

|  |  |  |  |
| --- | --- | --- | --- |
| **Subscription Revenue Type** | **2015** | **2016** | **2017** |
| License deals | 97,417 | 102,325 | 124,215 |
| Online only | 3,501 | 3,883 | 3,185 |
| Print and online | 3,726 | 3,797 | 3,750 |
| Print only | 16,040 | 16,628 | 17,130 |
| Personal | 1,365 | 1,259 | 1,369 |

2.0 USAGE INFORMATION

2.1 Table including full-text article downloads:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Downloads** | **2015** | **2016** | **2017** |
| Articles | 62,305 | 52,984 | 85,757 |

3.0 CURRENT ANNUAL SUBSCRIPTION RATES (2018)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **The Americas** | **UK** | **Europe** | **ROW** |
| Institutional: online only | $687 | £305 | €385 | $802 |
| Institutional: print & online | $859 | £382 | €482 | $1003 |
| Institutional: print only | $687 | £305 | €385 | $802 |
| Personal: print & online | $127 | £61 | €92 | $127 |

**8.0 Tender Response Document for the Production and Marketing of the University of London, Institute of Historical Research’s Journal *Historical Research***

8.1 Overview

8.1.1 The Tender Response Document is for Publishers to propose how they will deliver the specific elements of the Services for the University of London. Publishers are strongly advised to review the Service Specification in this ITT pack and frame their responses with regard to these requirements.

8.2 Guidance for Completing the Tender Response Documents

8.2.1 All questions must be answered in full and typed directly onto the response documents. No points will be given where the Publisher has typed only "please see attached" with reference to a company document or where a separate document has been embedded in this form.

8.2.2 No documents submitted by the Publisher that are additional to the ITT documents required will be reviewed or scored.

8.2.3 The cells in the tables will expand to accommodate the response and there is no word limit per section.

8.2.4 Blank spaces that are left for any sections of the response will result in that entire question being scored with a zero.

8.2.5 Publishers should be clear and succinct in their responses. If the Publisher is awarded a contract this response section and the Service Specification will form part of their contract with the University of London.

8.2.6 Adjacent to each criterion is its weighting, from 1-5. Each criterion will be scored on a scale of 0-5; for both weighting and scoring, 0 or 1 is low and 5 is high. The final score will be the result of the multiplication of the weighting by score to produce a final score for each criterion. More information can be found in the Instructions to Tenderers in this ITT pack.

Contents

1.0 Editorial Policy and Content

2.0 Editorial Management

3.0 Workflow

4.0 Special Issues

5.0 Journal Design and Format

6.0 Journal Production

7.0 Fulfilment and Distribution

8.0 Contract & Security Management

9.0 Development of the Journal

10.0 Marketing and Promotion

11.0 Copyright, Permissions and Licensing

12.0 The Publisher Presentation

13.0 Service Sustainability

14.0 Equalities

15.0 Contract Terms & Conditions

16.0 Ownership and Financial Offer

Guidance for Completing the Tender Response Document

1. All questions must be answered in full and typed directly onto this response document. No points will be given where the Publisher has typed only "please see attached" with reference to a company document or where a separate document has been embedded in this form. No documents submitted by the Publisher that are additional to the ITT documents required will be reviewed or scored.
2. The cells in the tables will expand to accommodate the response and there is no word limit per section.
3. Blank spaces that are left for any sections of the response will result in that entire question being scored with a zero.
4. Publishers should be clear and succinct in their responses. If the Publisher is awarded a contract this response section and the service Specification will form part of their Contract with the University of London.
5. Adjacent to each criterion is its weighting, from 1-5. Each criterion will be scored on a scale of 0-5; for both weighting and scoring, 0 or 1 is low and 5 is high. The final score will be the result of the multiplication of the weighting by score to produce a final score for each criterion. More information can be found in the Instructions to Tenderers for in this ITT pack.

1.0 Editorial Policy and Content

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Assist the University and the IHR to attract high quality contributions to the Journal and encourage early career researchers 2. Support and fund the Pollard Prize with a book prize to the value of £500 for the winner and a runner up prize of £200 3. Support and fund the *Historical Research* annual lecture, at an approximate value of £1,500 | **Weight:** | **4** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

2.0 Editorial Management

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Provide professional advice to help the IHR establish an advisory editorial board and provide support for expenses | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

3.0 Workflow

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. For the Contract term, develop a quality management methodology that will ensure the efficient and effective production of the IHR Journal 2. Work collaboratively with the IHR to maintain an efficient workflow, for the term of the Contract 3. Host an online submissions site which will be managed by the IHR editorial team 4. Provide an incentivisation plan to encourage reviewer participation. An example would be free online access to the Journal for a limited period | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

4.0 Special Issues

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Provide individual cover designs and marketing for special issues and an extra print run (of around 100 copies) for one-off, non-subscription sales 2. Share the cost or provide financial support for special issues 3. Offer free access to virtual issues and feature these prominently on the Journal’s web pages | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

5.0 Journal Design and Format

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Manage and monitor all Journal advertising 2. Design and implement a new, lively, up-to-date cover with images for each issue or volume, which also emphasizes the connection to the Journal’s identity as part of the IHR 3. Provide provision for free colour images (16 per volume) at no additional cost 4. Provide a paper weight of 80gsm (matt) for the printed Journal | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

6.0 Journal Production

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. For the Contract term, develop a quality production methodology that will ensure the efficient and effective production of the IHR Journal 2. Manage all aspects of production to a very high standard 3. Publish four issues of the Journal a year on schedule, online and in print. | **Weight:** | **5** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

7.0 Fulfilment and Distribution

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Provide free print and online subscriptions for the editorial team, the IHR library, and any future board members 2. Provide one free print copy for authors of the issue in which their article appears | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

8.0 Contract & Security Management

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Maintain a Contract and security management regime that will be employed in managing the Services 2. Maintain an account or Contract manager who will be: 3. Provide IHR with a Contract implementation plan with milestones and activities, that will be used to implement the new Contract 4. The first point of contact for daily and strategic aspects of the Journal’s production 5. Responsible for security, risk management, complaints and customer service for the term of the Contract 6. Accountable for data management, in light of GDPR 7. Committed to managing the Contract collaboratively, through participation in the University’s contract performance review regime | **Weight:** | **4** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

9.0 Development of the Journal

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Promote a strong and distinctive identity for the Journal within the discipline 2. Offer suggestions for further development in terms of both format and content to help keep the Journal at the forefront of history Journal publication 3. Support a closer more dynamic connection between the Journal and the IHR website 4. Propose ways that Journal development can add value to the IHR and the University of London | **Weight:** | **4** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

10.0 Marketing and Promotion

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Provide a marketing plan for selling and distributing the Journal on behalf of the University, with the goal of increasing sales and promoting and raising the profile of the Institute of Historical Research 2. Provide bespoke marketing within the discipline (either individually or as part of a list of history Journals) to maintain (and develop) the Journal’s presence in the national and international history community 3. Support the promotion of IHR events, activities and projects. An example would be sponsorship and promotion of the IHR's forthcoming centenary campaign. 4. Increase the readership and global reach of the Journal, providing regular usage statistics 5. Enhance and increase the Journal’s presence on social media 6. Maximise all advertising opportunities in print and online to promote the Journal, the IHR and the University of London 7. Provide a facility to report on all marketing, promotional and sales activities | **Weight:** | **5** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

11.0 Copyright, Permissions and Licensing

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Manage copyright licenses and offer paid-for open access as an option for authors 2. Confirm that the IHR retains copyright and the right to permit author re-use without fee | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

12.0 The Publisher Presentation

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Observe the tender schedule for presentations, which are scheduled for (add dates). These are the only dates available for the presentations and Publishers must plan on being available on these dates 2. Acknowledge that the presentation will be scored as the rest of the tender response, based upon a 0-5 scoring system. Due to the importance of the presentation in the tender, the weighting is set at the higher level of 6 | **Weight:** | **6** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

13.0 Service Sustainability

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Provide the Journal production Services to the University in line with the University’s [Corporate Social Responsibility Policy](https://london.ac.uk/about-us/how-university-run/policies/corporate-social-responsibility) 2. Employ a sustainability programme in their offices that complements and supports the key points of the CSR policy above 3. For the Contract term, maintain a member of staff who will be responsible for the sustainable issues in the delivery of the Services | **Weight:** | **3** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

14.0 Equalities

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Maintain a methodology for delivering the key points of their equalities policy in the delivery of the Services, in line with the University’s Equalities Policy 2. For the Contract term, maintain a member of staff who will be responsible for the equalities issues in the delivery of the Services | **Weight:** | **2** |
| **Score:** |  |
| **Total Score:** |  |
|  | | |

15.0 Contract Terms & Conditions

|  |
| --- |
| Publishers are required to submit a copy of their firm’s standard terms and conditions for the provision of the Journal production Services. The University will review them with a goal to accept them as the Contract’s terms and conditions. However the University will require the inclusion of key clauses in the terms that may need to be negotiated with the successful Publisher. Some of these clauses are included below:   1. Termination 2. Defaults or service credits for performance breach of contract 3. Invoicing at 30 days in arrears; payable in pounds Sterling; invoices sent electronically to einvoice@london.ac.uk; no payment will be made on invoices that do not have a valid purchase order number printed on them 4. Modern Slavery Act and UK staff employment eligibility 5. Data Protection and GDPR 6. Criminal Finances Act 2017 7. The option to extend the Contract for an additional 2 years, upon agreement between both parties to the Contract |
|  |

16.0 Ownership and Financial Offer

|  |  |  |
| --- | --- | --- |
| In the space below please provide details on how your business will produce and market the IHR Journal as required in the Service Specification. In your response to each of the following elements provide details on how you will deliver the Services indicated in this section:   1. Use the information in Table 16.0 below to develop a financial offer to the University for this Contract 2. Provide a five-year projection of income and subscriptions for the Journal, indicating the percentage of revenue that will come to the IHR. The Publisher’s financial plan must be submitted in the Tender Response Document in the ITT pack and must: 3. Remain static for the 5 year term of Contract 4. Be submitted in pounds Sterling 5. Include VAT   c. The Financial Offer will be evaluated according to the following criteria:   1. Completion of the Financial Offer Table 2. Evidence of financial sustainability shown for the 5 year term of Contract 3. Increase in subscriptions income 4. Value of financial or commercial return to the University 5. Use the space below to provide any additional financial details relevant to the tender submission | **Weight:** | **5** |
|  |  |
| **Score:** |  |
| **Total Score:** |  |

|  |
| --- |
| Additional Financial Details (If Required) |

Financial Offer Table

Please enter your financial projections into the table below. These will be static for the 5 year term of contract. Please note that the University is keen to improve upon the value of the Contract and Publishers are strongly advised to consider the best possible financial offer they can offer for the Contract term:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Item | 2020 | 2021 | 2022 | 2023 | 2024 | Total |
| Subscription Income: |  |  |  |  |  |  |
| Print & online: |  |  |  |  |  |  |
| Online only: |  |  |  |  |  |  |
| Print only: |  |  |  |  |  |  |
| Consortia/license deals: |  |  |  |  |  |  |
| Subtotal: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Non-subscription Income: |  |  |  |  |  |  |
| Permissions and other rights: |  |  |  |  |  |  |
| Digital archive: |  |  |  |  |  |  |
| Pay per view: |  |  |  |  |  |  |
| Single and back issues: |  |  |  |  |  |  |
| Open access fees: |  |  |  |  |  |  |
| Subtotal: |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Total Revenue: |  |  |  |  |  |  |
| Royalty/profit share due to IHR @ --- %: |  |  |  |  |  |  |
| Of which guaranteed minimum\*: |  |  |  |  |  |  |
| Total due to IHR: |  |  |  |  |  |  |

**\***May be broken down to included editorial expenses, prize and lecture sponsorship, library exchange/author copies or any other categories (please add rows).

Table 16.0

1.0 FINANCIAL & SUBSCRIPTION INFORMATION

1.1 Table including number of standalone institutional subscriptions, broken down by format:

|  |  |  |  |
| --- | --- | --- | --- |
| **Institutions Buying via Traditional Subscriptions** | **2015** | **2016** | **2017** |
| Online | 11 | 11 | 5 |
| Print & Online | 11 | 11 | 8 |
| Print | 39 | 42 | 35 |

1.2 Table including non-subscription based revenue (GPB£):

|  |  |  |  |
| --- | --- | --- | --- |
| **Non Subscription Revenue Type** | **2015** | **2016** | **2017** |
| Permissions & other rights | 8,125 | 8,383 | 7,473 |
| Digital archive | 5,157 | 13,424 | 1,947 |
| Back issues | 824 | 1 | 78 |
| Pay-per-view | 1,824 | 1,560 | 897 |
| Commercial reprints | 0 | 215 | 0 |
| Open Access fees | 499 | 7,172 | 4,333 |
| Advertising | 0 | 0 | 0 |

1.3 Table including subscription revenue (GPB£):

|  |  |  |  |
| --- | --- | --- | --- |
| **Subscription Revenue Type** | **2015** | **2016** | **2017** |
| License deals | 97,417 | 102,325 | 124,215 |
| Online only | 3,501 | 3,883 | 3,185 |
| Print and online | 3,726 | 3,797 | 3,750 |
| Print only | 16,040 | 16,628 | 17,130 |
| Personal | 1,365 | 1,259 | 1,369 |

2.0 USAGE INFORMATION

2.1 Table including full-text article downloads:

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Downloads** | **2015** | **2016** | **2017** |
| Articles | 62,305 | 52,984 | 85,757 |

3.0 CURRENT ANNUAL SUBSCRIPTION RATES (2018)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **The Americas** | **UK** | **Europe** | **ROW** |
| Institutional: online only | $687 | £305 | €385 | $802 |
| Institutional: print & online | $859 | £382 | €482 | $1003 |
| Institutional: print only | $687 | £305 | €385 | $802 |
| Personal: print & online | $127 | £61 | €92 | $127 |

9.0 Form of Tender

Unconditional and Irrevocable Offer to the University of London for the Contract for

Production and Marketing of the University of London, Institute of Historical Research’s Journal *Historical Research*

|  |  |
| --- | --- |
| Business Name: |  |
| Contact Name: |  |
| Address: |  |
| Post Code: |  |
| Country: |  |
| Phone: |  |
| Mobile: |  |
| Email: |  |
| Registered Office Address (if different from above): |  |
| If the Publisher is a lead in a partnership or consortium please provide details and contact information in the space below: | |
|  | |

9.1 Form of Tender

To the University of London (“the University”):

9.1.1 I/We the undersigned, hereby offer to undertake on the acceptance of this tender to perform, execute or otherwise carry out the Journal Production and Marketing Services for the University of London in accordance with the service specifications, terms and conditions of Contract and all other tender documentation.

9.1.2 I/We, the undersigned, having examined the tender documents hereby undertake to perform the services required for the following price, inclusive of VAT: prices and rates quoted shall be deemed to include the cost of inter alia, all vehicles, expenses, materials, equipment including computer systems, overheads, labour, travel expenses, waiting, personal attendance including evening meetings, data processing, statistical information, reports, accounts, and the Publisher’s general obligations under the terms and conditions of Contract and the schedules and other items of work to complete the services to all statutory requirements, professional codes of practice, the Contractor's policies and codes, the reasonable satisfaction of the authorised officers of the University of London, to the Contract standard, together with all liabilities whether express or implied incurred or incumbent upon the Publisher pursuant to the Contract.

9.2 TOTAL PRICE: (Enter price details from the worksheet here)

9.2.1 I/We have completed the required Financial Offer Table and I/we submit this as our financial offer to the University of London:

YES  NO

9.3 Tender Response Submission

9.3.1 I/We hereby submit my/our Tender Response Documentation as required by the Instructions for Tenderers:

YES  NO

9.4 Declaration

9.4.1 I/We understand that my/our tender is for the prices and rates as set out in our tender response and undertake that if this tender is accepted I/we will not, save as expressly provided in the specification, be entitled to and will not withdraw the above offer and undertaking and will subject to and according to the documents carry out the services.

9.4.2 I/We agree that the insertion by me/us of any conditions qualifying this tender or any unauthorised alteration to any of the tender documents shall not amend these documents and may cause the tender to be rejected.

9.4.3 I/We agree that if upon examining the Form of Tender, an error of computation is detected by the University the tenderer shall be given details of the error(s) and afforded the opportunity to confirm or withdraw the offer. If confirmed the tender figure will remain unaltered.

9.4.4 I/We agree that this tender shall remain open for acceptance by the University and shall not be withdrawn for six calendar months from the last date specified for the receipt of this tender. I/We undertake and agree that if this tender is accepted by the University, the said tender shall from the date of such acceptance form a binding Contract between us. Nevertheless I/We further undertake to execute a formal agreement for the proper and complete fulfilment of the University.

9.4.5 I/We confirm that I/we have submitted a copy of our businesses terms and conditions of contract for Journal Production and Marketing Services for use in this Contract. We agree to discuss and negotiate these terms (and any additional University clauses that need to be included in these terms) with the University of London before Contract award. If there are terms and conditions that I/we object to, I/we agree to work towards finding an agreeable solution that is satisfactory to both parties in the Contract.

9.4.6 I/We hereby acknowledge that I/we shall be disqualified and my/our tender may accordingly be rejected by the University at its sole option if I/we:

1. Fix or adjust the prices already shown in my/our Form of Tender by or according to any agreement or arrangement with any other person, group or tenderer
2. Communicate to any person other than the University the amount or approximate amount of the prices shown in my/our Form of Tender, except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Form of Tender, or for the purposes of insurance referred to in these tender documents
3. Enter into any agreement or arrangement with any other person that such other person shall refrain from submitting a Form of Tender or shall limit or restrict the Prices to be shown by any other tenderer in its Form of Tender
4. Offer or agree to give any sum of money, inducement or consideration - whether directly or indirectly - to any individual or group for doing or having done or having caused to be done or refraining from doing anything in relation to any other tenderers or any other person’s proposed Form of Tender
5. Shall have offered, given or agreed to give any person any gift or consideration of any kind as an inducement or reward for doing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the University, or if the like acts shall have been done by any person employed by me/us or acting on my/our behalf, whether with or without my/our knowledge
6. In relation to any Contract with the University, I/we or any person employed by me/us or acting for me/us shall have committed any offence or offences under the [Bribery Act 2010](http://www.legislation.gov.uk/ukpga/2010/23/contents)
7. Such non acceptance or rejection shall be without prejudice to any other civil remedies available to the University or any criminal liability which conduct by me/us may attract

9.4.7 I/We declare that I am/we are not party to any scheme, agreement or arrangement by which any tenderer for the said services has been or may be reimbursed by any other tenderer in respect of whole or any part of their tendering costs.

9.4.8 I/We acknowledge that the University may, in its absolute discretion, refrain from considering a tender if the tenderer does not tender for the provision of the entire services contained in the specification.

9.4.9 I/We acknowledge that the University is not contractually bound to consider this tender and that the issuing of any tender documents to me/us did not amount to any form of offer for any purpose.

9.4.10 I/We accept that the University are not bound to accept any tender at all.

9.4.11 I/We confirm that this is a bona fide tender.

9.4.12 I/We hereby warrant and represent to undertake with the University that:

1. I/We have complied in all respects with and understand all parts of this Invitation to Tender
2. All information, representations and other matters of fact communicated (whether in writing or otherwise) to the University by me/us or my/our employees concerning this tender are true, complete and accurate in all respects
3. I/We have not submitted a tender or entered into the Contract in reliance upon any representation or statement that may have been made by the University
4. I/We have full power and authority to enter into the Contract and carry out this service

9.5 Signed For The Tenderer

|  |  |  |
| --- | --- | --- |
| **1** | **Signature:** |  |
|  | **Print Name:** |  |
|  | **Position Held By Signatory:** |  |
|  | **Date of Signature:** |  |
|  |  |  |
| **2** | **Signature:** |  |
|  | **Print Name:** |  |
|  | **Position Held By Signatory:** |  |
|  | **Date of Signature:** |  |