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**ARABIAN GULF DIGITAL ARCHIVE PROJECT**

**WEBSITE DESIGN AND BUILD**

**INVITATION TO TENDER**

CLOSING DATE FOR TENDER RESPONSES

5PM (UK TIME), DECEMBER 1ST 2017

1. **BACKGROUND**
2. The National Archives of the United Arab Emirates (NA) collects documents of special historical value to the UAE, Gulf Cooperation Council states and the Arabian Peninsula, both from within the UAE and from abroad. It works to preserve the UAE’s unique culture, heritage and traditions and forms part of the Ministry of Presidential Affairs. More information on NA can be found at: [www.na.ae](http://www.na.ae).
3. The National Archives (TNA) is the official archive and publisher for the UK government, and for England and Wales, holding official records containing 1,000 years of history. Its role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. TNA is a non-ministerial department and its parent department is the Department for Culture, Media and Sport. More information on TNA can be found at [www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk). TNA fulfils a leadership role for the archive sector.
4. The Arabian Gulf Digital Archive (AGDA) is a joint project between NA and TNA. Together, NA and TNA will create the leading online digital archive for historical and cultural material pertinent to the Arabian Gulf region (UAE), the Gulf Cooperation Council states and the Arabian Peninsula.
5. In the form of a public-facing website, this online digital archive will initially provide academics and researchers, as well as interested non-specialists, with access to primary source material from within TNA which will have accompanying Arabic translations. It will also include key documents from NA and over time will ultimately include collections from a network of international archives.
6. **THE REQUIREMENT**
7. Although both NA and TNA have expertise and experience in developing their own websites, it has been recognised that to deliver a project of this complexity within the available timeframe (**see Section 3 of this document**) could not be resourced internally. Therefore, this Invitation to Tender (ITT) has been created to identify and appoint a Supplier to design and build the public-facing website and its associated components, and to provide an initial period of support and maintenance.
8. In summary, the Supplier will be expected to undertake the following key activities:

* Design, build, test and assure a solution that will serve as the online digital archive
* Define and implement the data flows, standards, technologies and architecture that will underpin the solution
* Integrate the solution into an existing cloud-based web-hosting environment
* Work within TNA-defined standards and project constraints
* Ensure the solution will fulfil the requirements specified in Annex A of this document
* Ensure the solution can easily ingest the outputs of the project’s content work-stream

1. The contract for these services will be between the appointed Supplier and TNA, and NA will act as a Critical Friend for the purposes of reassurance and governance.
2. We anticipate that this contract will be for a period of twelve months – approximately eleven months of design and build to the point of launch of the website, plus approximately one month of any necessary licensing, support and maintenance post launch.
3. Following a successful launch of the website, the ongoing business-as-usual running of the AGDA will pass to NA for them to manage from January 2019 onwards. Any further phases of work and any necessary licensing, support and maintenance beyond this point will, therefore, need to be contracted separately once they have been defined and budgeted.
4. Further contextual information can be found in **Annex B**.
5. **CONSTRAINTS**

3.1 Potential Suppliers should note that:

* The website **must** launch on December 2nd 2018, to coincide with National Day in the UAE. This launch date is fixed, and cannot be moved.
* The **maximum** available budget for this contract is £1.5million (including VAT). This maximum budget is fixed, and cannot be increased.
* To be considered for contract award, Potential Suppliers **must** demonstrate experience in designing, building and supporting a dual language English/Non-Western Character Set (e.g. English/Arabic) public facing website of a similar scale and complexity to TNA and NA’s requirements. This is therefore a Pass/Fail in our evaluation criteria (**see Sections 4 and 5 of this document**).

1. **HOW TO RESPOND**
2. Please submit your tender response to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) **by 5PM (UK time) on Friday, December 1st 2017**, providing the information specified below. Please note that the information you supply in your tender response will be used, in whole or in part, to populate the Contract Schedules. As such, please make clear and unambiguous statements about the commitments you are making.

* Tell us how you will address the requirements specified in Category 1 of Annex A, **‘Design, Build, Test and Assure’**, why you believe your proposed approach is the best fit for our needs, and how your approach has been influenced – if at all - by the time and budget constraints described in Section 3 of this document.
* Tell us how you will address the requirements specified in Category 2 of Annex A, ‘**Search**’, why you believe your proposed approach is the best fit for our needs, and how your approach has been influenced – if at all - by the time and budget constraints described in Section 3 of this document.
* Tell us how you will address the requirements specified in Category 3 of Annex A, **‘User Interaction’**, why you believe your proposed approach is the best fit for our needs, and how your approach has been influenced – if at all - by the time and budget constraints described in Section 3 of this document.
* Tell us how you will address the requirements specified in Category 4 of Annex A, **‘Digital Images’**, why you believe your proposed approach is the best fit for our needs, and how your approach has been influenced – if at all - by the time and budget constraints described in Section 3 of this document.
* Tell us how you will address the requirements specified in Category 5 of Annex A, **‘Content Management’**, why you believe your proposed approach is the best fit for our needs, and how your approach has been influenced – if at all - by the time and budget constraints described in Section 3 of this document.
* Tell us how you will address the requirements specified in Category 6 of Annex A, **‘Catalogue Administration’**, why you believe your proposed approach is the best fit for our needs, and how your approach has been influenced – if at all - by the time and budget constraints described in Section 3 of this document.
* Demonstrate to us, and provide compelling evidence of, your **Relevant Experience** by telling us about at least one, and a maximum of three, examples of contracts and/or projects you have delivered in the past three years where you have designed, built and supported a dual language English/Non-Western Character Set (e.g. English/Arabic) public facing website of a similar scale and complexity to the requirements specified in this ITT.
* Tell us what **Risks** you believe exist that could impact on your ability to deliver your proposed solution on time, within budget and to a high quality, and what mitigating actions you will put in place to manage them.
* Tell us what **Software Development and Project Management Approaches and Techniques** you will apply to the delivery of thiscontract, and why.
* Provide us with an **Implementation Plan** showing us what will be delivered – and when – over the course of the 12 month contract period.
* Tell us how you will **Resource** the delivery of this contract over the 12 month contract period, and what resources you will need from TNA and/or NA – and when.
* Tell us what **Security** measures you will put in place to ensure the integrity and availability of your proposed solution and the information within it, and what standards you will adhere to in doing so (for example, ISO27001).
* Tell us what **Standards** you will adhere to in designing and developing your proposed solution; for example, W3C AAA compliance.
* Tell us how you would continue to **Support and Maintain** your proposed solution once the 12 month contract period is over, providing us with your proposed annual price for doing so. Please ensure that you include any ongoing licensing costs within this price. Note that your response to this question is for information only, and will not be scored.
* Tell us your proposed **Price** for the 12 month contract period, specifying which elements of the price are fixed and which, if any, are variable. Our strong preference is for fixed pricing.

1. Please also submit the following financial information to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) **by 5PM (UK time) on Friday, December 1st 2017:**

*A copy of your audited accounts for the last two years, if available;*

*OR*

*A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading;*

*OR*

*A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position;*

*OR*

*Alternative means of demonstrating financial status, if none of the above is available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status)*

1. If you have any clarification questions related to your tender response, please submit these to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) **by 5PM (UK time) on Monday, November 13th 2017**.

**5 EVALUATION CRITERIA**

1. The evaluation criteria that will be used to assess your tender response are summarised below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Maximum Available Unweighted Score** | **Weighting** | **Maximum Available Unweighted Score** |
| Category 1 – Design, Build, Test and Assure | 10 | 1 | **10** |
| Category 2 – Search | 10 | 1 | **10** |
| Category 3 – User Interaction | 10 | 1 | **10** |
| Category 4 – Digital Images | 10 | 0.5 | **5** |
| Category 5 – Content Management | 10 | 0.5 | **5** |
| Category 6 – Catalogue Administration | 10 | 0.5 | **5** |
| Relevant Experience | Pass/Fail | N/A | **Pass/Fail** |
| Risks | 10 | 1 | **10** |
| Software Development and Project Management Approaches and Techniques | 10 | 1 | **10** |
| Implementation Plan | 10 | 1 | **10** |
| Resource | 10 | 0.5 | **5** |
| Security | 10 | 0.5 | **5** |
| Standards | 10 | 0.5 | **5** |
| Support and Maintain | Not Scored – For Information Only | N/A | **Not Scored – For Information Only** |
| Price | 10 | 1 | **10** |
| **TOTAL** | 130 |  | **100** |

**6 PROCUREMENT TIMETABLE**

|  |  |  |
| --- | --- | --- |
| **Ref.** | **Stage** | **Date** |
| 1 | Publication of Invitation to Tender | November 1st, 2017 |
| 2 | Deadline for Potential Suppliers to submit clarification questions to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) | 5PM UK Time, November 13th, 2017 |
| 3 | Deadline for TNA to respond to clarification questions received | November 21st, 2017 |
| 4 | Deadline for Potential Suppliers to submit Tender Responses to [procurement@nationalarchives.gsi.gov.uk](mailto:procurement@nationalarchives.gsi.gov.uk) | 5PM UK Time, December 1st, 2017 |
| 5 | Timebox for evaluation of Tender Responses and Potential Supplier meetings | w/c December 4th, 2017 and  w/c December 11th, 2017 |
| 6 | Contract Award Decision | w/c December 18th, 2017 |
| 7 | Proposed Contract Start Date | January 3rd, 2018 |
| 8 | Proposed Contract End Date | January 2nd, 2019 |

**7 CONTRACT TERMS & IPR**

The Contract will be awarded under our [standard terms and conditions](http://www.nationalarchives.gov.uk/about/commercial-opportunities/information-for-our-suppliers/), save that amendments will be required to Section 9 which deals with Intellectual Property Rights.

At the end of this contract, ownership of the website and all associated Intellectual Property created for, during, and/or as a result of this project must pass to NA. Within this context, tell us within your tender response how you will address issues of ownership of Intellectual Property Rights.

For example, you may wish to tell us what open source software will be used and what functionality that code will provide; and/or if any proprietary software is to be used, who the provider is, what functionality will be provided and details of any ongoing licensing commitments beyond completion of the project.

**8 OPTIONAL REQUIREMENT - BRANDING**

8.1 You may wish to address the following optional requirement within your Tender Response; please note there is no obligation to do so. The requirement is entirely optional, and any response to it that you may choose to submit will not be scored for the purposes of evaluating your Tender Response.

8.2 This project is a new venture. Although the project has been named the Arabian Gulf Digital Archive, the branding/style elements are yet to be created.

8.3 The website will need to reflect any brand identity created for this project, graphically and with consistent look and feel, so it is important for this brand to be developed early in the timeline. The brand will also be reflected across all other communication channels and media used in reference to the project. The developed brand will need to have both English and Arabic versions.

8.4 There are a number of possible ways to develop the branding, including TNA commissioning an agency to complete this work. Another option is for the branding to be developed by the Appointed Supplier, as an entirely separate piece of work to the requirements of this ITT.

8.5 For the avoidance of doubt, you are not being asked to present any ideas on branding or brand concepts at this stage, simply to demonstrate your competence and experience in this field.

8.6 If you wish to respond to this optional requirement, please do so by:

* Telling us about the **approach** you would use to create the brand for the project, the resources you would use (either in-house or by an appropriate partner), any resource commitments you foresee from NA and/or TNA, your methodology, and a draft timeline of activities to ensure the branding work will be completed within the overall project timeframe.
* Providing **evidence** **of other brands** that you have developed which have a multi-lingual aspect, ideally in languages that do not have a common format e.g. English and Arabic.
* Telling us about your understanding of the creation of a global **style guide** for the brand that will encompass all uses and manifestations of the brand and providing any relevant case study examples of building and delivering a style guide for a brand that you have developed in the past.