



## **THE NATIONAL ARCHIVES**

### **GUEST CURATOR FOR 'SPIRIT OF INVENTION' EXHIBITION DEVELOPMENT AND DELIVERY**

#### **INVITATION TO TENDER – OPEN COMPETITION**

**DEADLINE FOR TENDER SUBMISSIONS – 5PM (UK TIME), 20 MAY 2022**

#### **1. ABOUT US**

- i.** The National Archives (TNA), based in Kew, South West London, is the official archive of the UK government, England and Wales. We are home to 1000 years of history and are the guardians of some of the world's most iconic documents from the Domesday Book to Downing Street tweets. We believe that archives are for everyone because they are about everyone, past, present and future.
- ii.** Our collection is one of the largest in the world, containing over 11 million historical government and public records including paper and parchment, digital records and websites, photographs, posters, maps, drawings and paintings. We are focused on preserving the collection for future generations and making it accessible and available to everybody.
- iii.** We are expert advisers in information and records management and are a cultural, academic and heritage institution. We fulfil a leadership role for the archive sector and work to secure the future of physical and digital records. Further information about The National Archives' role, its plans, policies, performance and projects can be found on our website [here](#).

## **2. BACKGROUND TO THE REQUIREMENT**

- i.** At The National Archives we are reimagining the way we share the stories contained in our unique collection. We are focused on both developing and diversifying our audiences and delivering an ambitious and inspiring programme of exhibitions and events that experiments with the way visitors interact with archival material.
- ii.** 'Spirit of Invention' is a temporary exhibition that aims to engage new audiences with our collection through hands-on participatory activity. The National Archives hold thousands of registered designs: patents, 'ornamental' and 'useful' designs. Most of these designs date from the Victorian period and represent an age of invention when anyone could draw, describe and register an invention and perhaps make their fortune, change the world or just inspire or delight a future visitor to the archives.
- iii.** The exhibition will take visitors on a journey of innovation, design and creativity. We will use our Victorian records as a source of inspiration, a jumping off point, to explore the creative process of invention in the 21st century. Through our collections we will inspire our visitors, spark their imaginations and ultimately give them the space and confidence to have a go at inventing something for themselves. We will take the spirit of Victorian invention and apply it to our lives and world today.
- iv.** Spirit of Invention will be a fun, participatory experience primarily targeted at a family audience but should also appeal to a wide range of ages and abilities from primary school to university students. As part of our methodology for the exhibition, we will work with a panel of 10 'Mini Makers', aged between seven and ten, from local schools to feed into the development of the exhibition content. We want the exhibition to be about the joy of making, of imagination, and care-free creation and our Mini Makers will be key to understanding how we do this.
- v.** We want to collaborate with a creative, innovative inventor who can work alongside our Exhibition team to create an enjoyable and hands-on exhibition experience for both adults and children. You will have excellent communication skills and experience of working with and leading school groups. You will be an experienced inventor and therefore have an excellent understanding of the creative process that comes with product

creation. You will have experience setting up and running makerspaces and their expertise will feed into the design of the exhibition.

- vi.** Most importantly, the Guest Curator will share our vision for this experience. We want the exhibition to be interactive and fun. We want our visitors leaving feeling enthusiastic about making and we want them to believe that they are creative and that inventing is for everyone, including them.

### 3. AUDIENCE

- i. This exhibition is primarily aimed at a family audience, appealing to a wide range of ages and abilities from primary to university students. However this experience should also appeal to adults from the 'Curious Minds' and 'Cultural Devotee' segments too – see appendix for more details on these audience groups.
- ii. When creating this experience, we should consider some of the characteristics that are typical of the target adult audience for our public engagement activity in general. These are visitors who:
  - Are generally culturally active and engaged
  - Live within a reasonable catchment area to the site at Kew (dependent on transport accessibility and willingness to travel – e.g. for some visitors this would mean in the immediate local area and for other visitors, this would mean other parts of London and the surrounding counties).
  - Are open to trying out new experiences and will enjoy the interaction/'hands-on' elements
  - Value the social aspect and full 'visitor experience' (inc. catering, retail etc.) of a visit
  - Are intellectually curious, looking for quality learning and enjoyable engagements for themselves / their family
  - Come with their children or grandchildren and want to find engaging activities that they can do together. These may be existing National Archives visitors.
- iii. This is the first large scale participatory exhibition at The National Archives therefore it is anticipated that we will be attracting new audiences and surprising our current audiences by engaging them using new fun and interactive experiences and activities.

#### **4. REQUIREMENT**

- i.** We are seeking to appoint a Guest Curator who as part of the core project team will curate and shape the design of the exhibition 'Spirit of Invention' in a multifaceted curatorial and advisory role. The Guest Curator role can be an individual or team who will help devise and lead the Mini Maker sessions, working with them and us to inform the curation of the unique historical records from our collection and shape the gallery experience. You will work with us and the project team to develop the exhibition design, and bridge the gap between our collection and design challenges in the world today.
- ii.** You will be required to work closely with the exhibitions team and our Mini Makers to develop and deliver the content for the exhibition. The mini-makers will be our co-curators on this project and you will devise and help facilitate a series of approximately five workshops with the Mini Makers that will inform exhibition themes, content and design and you will attend a series of additional sessions with the exhibitions team to select interesting documents for discussion in the workshops. From these onsite sessions, you and The National Archives exhibition team will scope the records and develop and deliver the project's object list.
- iii.** As a creator yourself, you will bring knowledge and expertise on the process of invention which in turn will feed into exhibition content and narrative. Your understanding of the subject matter will be crucial when developing the onsite activity (what the visitor will be invited to do in the gallery). It is important that the visitor journey is well considered to cater for both unfacilitated exploration and facilitated formal learning sessions. Many visitors may find this experience daunting therefore you should have talent and experience breaking down the subject matter and motivating non-specialists to have a go at invention themselves.
- iv.** You will attend a series of onsite sessions with the wider exhibitions team to establish the in-gallery experience and you will be required to attend design/ project meetings to influence and brief our wider contractors. You will, with the exhibitions team, evaluate submissions and appoint the 3D and graphic designers. You will also be required to provide feedback on 3D, 2D and AV concepts and designs as the exhibition develops.
- v.** An indicative breakdown of the scope of works can be seen below:

Stage	Stage Breakdown	Output	Time Commitment
Workshops	Designing and leading workshops with 'Mini Makers' to unpack and define 'Invention'. Working with university students in addition if possible. N.B Mini Makers will be recruited from local schools by The National Archives.	Designing and leading workshops, exploration of modern-day design challenges, document scoping	Approximately 5 sessions
Collection curation	Using your specialist knowledge of design stages and your understanding of modern-day design challenges, you will define exhibition themes, scope the collection and agree object lists for re-make and display	Object list for display and object list for re-make	Approximately 5 sessions
Informing the gallery experience	You will bring your ideas, experience and inventive outlook to define what the visitor does, creates and encounters as part of their visit. This visit needs to be targeted at family audiences, university students and adults.	Interpretation plan, section summaries and informing gallery activity	Approximately 5 sessions
Informing design	Using your practical knowledge of makerspaces you will inform the physical design across all 3D and AV elements.	Informing design briefs (AV & 3D), appointing designers, providing feedback on designs and attending design and AV meetings when required	Approximately 5 - 10 sessions

- vi.** As part of the contract and within the contract price, you will be available to visit our Kew site as required (e.g. to run sessions and attend workshops), with the possibility of extended periods onsite up to install (spring/summer 23), and you will be able to assist with troubleshooting as necessary. You will have a focus on accessibility and inclusion in your work and are confident creating content that meets all accessibility requirements.
- vii.** As you will be working with children, you will be subject to an enhanced DBS check. You must also attend The National Archives Safeguarding training prior to running any workshops with school groups.
- viii.** You will work closely on an ongoing basis with The National Archives' events and exhibitions team, as well as the wider project team which may include other external contractors/suppliers, to deliver these dynamic experiences. You will be sensitive to our position as a government department and the Civil Service Code.
- ix.** We anticipate the scope of works above to be between 20-30 days work.

- x.** The contract will be for the duration of the development, production and delivery of the exhibition 'Spirit of Invention' which is due to open in spring/summer 2023.

## 5. TEAM

- i. The project will be managed by The National Archives' exhibition team. They will lead the exhibition project team comprising the following:

Interpretation and Project Lead: Hannah Fleming (TNA)

Guest Curator: TBC

3D/Exhibition Designer: TBC

AV Producer: TBC

2D Design: TBC

3D Build: TBC

AV Hardware: Blackbox AV

The team will be supported by The National Archives in-house Curators, Education and Outreach team and Estates team.

## 6. TIMEFRAME

<b>Guest Curator brief released</b>	Thursday 21 April 2022
<b>Guest Curator tender return</b>	Friday 20 May 2022
<b>Guest Curator appointment</b>	By 3 June 2022
<b>Appoint 'Mini Makers'</b>	W/C 30 May 2022
<b>5 x sessions with Mini Makers &amp; sessions with TNA Exhibition team</b>	Appointee must have availability between W/C 6 June 22 – W/C 25 July to run sessions with the 'Mini Makers' and document scoping sessions with the Exhibitions team. 'Mini Maker' sessions could be run either during the school day, after school hours or on Saturdays.
<b>Content sign off &amp; experience design sign off</b>	August 2022
<b>3D designer appointed</b>	August 2022
<b>3D design sign off</b>	November 2022
<b>Exhibition opens to the public</b>	Spring/Summer 2023

## 7. HOW TO RESPOND

- i. If you have any clarification questions related to your Tender Response, please submit these to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on Wednesday 4 May 2022**.
- ii. Please submit your Tender Response to [procurement@nationalarchives.gov.uk](mailto:procurement@nationalarchives.gov.uk) by **5pm (UK time) on Friday 20 May 2022**.
- iii. It is for you to determine what format your Tender Response should take so as to describe your offer in a clear, comprehensive fashion. However please ensure your Tender Response includes the following as a minimum:
  - iv. Your understanding of the brief and deliverables;
  - v. A description of the expertise and experience you have in delivering these types of projects;
  - vi. Examples of relevant previous work;
  - vii. Details of how you would use your experience to meet our needs to help create the experience for the exhibition 'Spirit of Invention'.
  - viii. Your proposed day rate for delivering this work, exclusive of VAT but inclusive of travel and all other expenses. Please note that our total maximum budget for this contract is £16,000 excluding VAT.

Please note your submitted pricing must include any and all duties and levies (except UK VAT, which should be excluded) which may be payable on your proposed solution as submitted. If some or all of your proposed solution includes goods or services which are sourced from outside the UK, you must tell us (a) which goods/services are sourced from outside the UK, (b) the associated duties and levies payable and (c) confirmation that your contract price includes all such duties and levies (except UK VAT). For the avoidance of doubt, your pricing should reflect the equivalent of

Incoterm DDP (Delivery Duty Paid) and therefore the full cost to the customer/TNA.

Please note we have assessed this contract using HMRC's online assessment tool [Check employment status for tax - GOV.UK \(www.gov.uk\)](https://www.gov.uk/check-employment-status-for-tax) and deemed that the Intermediaries Regulations apply to this role (in scope for IR35). By applying for this contract you accept this as a condition of the contract.

## 8. EVALUATION CRITERIA

- i. Your Tender Response will be evaluated using the following criteria:

Criteria	Maximum available unweighted score	Weighting	Maximum available weighted score
Understanding of the brief (Section 7.iv)	10	3	30
Experience (Sections 7.v, 7.vi)	10	2.5	25
Proposed method of collaboration (Section 7.vii)	10	2.5	25
Price (Section 7.iviii)	10	2	20

- ii. Price scores will be evaluated as follows:

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

$$((\text{lowest submitted price} / \text{bidder's submitted price}) * 10)$$

To illustrate this via a worked example:

Bidder 1 submits a price of £10,000

Bidder 2 submits a price of £17,000

Bidder 3 submits a price of £31,000

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

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

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

iii. Quality categories will be evaluated according to the table below:

<b>10 Points</b>	<b>Outstanding:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support all elements of their response</li><li>• The evidence supplied is convincing and highly relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches</li></ul>
<b>7 Points</b>	<b>Good:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses all parts of the requirement</li><li>• Potential Supplier has provided evidence to support most elements of their response</li><li>• The evidence supplied is good and relevant to the requirement</li><li>• Potential Supplier's response is clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches</li></ul>
<b>4 Points</b>	<b>Average:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that addresses some parts of the requirement</li><li>• Potential Supplier has provided evidence to support some elements of their response, but not all</li><li>• The evidence supplied has some limited relevance to the requirement</li><li>• Potential Supplier's response is not always clear and easy to understand</li><li>• Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches</li></ul>
<b>1 Point</b>	<b>Poor:</b> <ul style="list-style-type: none"><li>• Potential Supplier has provided a response that fails to address most parts of the requirement</li><li>• Potential Supplier has provided little or no evidence to support most elements of their response</li><li>• The evidence supplied is very weak and has very limited relevance to the requirement</li><li>• Potential Supplier's response is not always clear and easy to understand</li></ul>

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|  | <ul style="list-style-type: none"><li>• Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches</li></ul> |
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**iv.** Once tender responses have been evaluated, the top 3 ranked potential suppliers will be shortlisted for interview and/or to give a presentation of their submission, after which an award decision will be reached. Tender responses from those shortlisted suppliers will then be re-evaluated, taking the presentation into account for quality score purposes.

## 9. PROCUREMENT TIMETABLE

i. The procurement timetable is as follows:

Ref.	Description	Date
1	Invitation to Tender published	<b>21 April 2022</b>
2	Deadline for Potential Suppliers to submit clarification questions to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a> *	<b>5pm (UK time) 4 May 2022</b>
3	Deadline for Potential Suppliers to submit Tender Responses to <a href="mailto:procurement@nationalarchives.gov.uk">procurement@nationalarchives.gov.uk</a>	<b>5pm (UK time) 20 May 2022</b>
4	Identification of shortlisted suppliers	<b>By 27 May 2022</b>
5	Presentations/interviews	<b>Week commencing 30 May 2022</b>
6	Contract award	<b>By 3 June 2022</b>

\* Any clarification question received that TNA deems to be relevant to more than one Potential Supplier may be shared with all Potential Suppliers.

## **10. CONTRACT TERMS**

- i.** The contract will be awarded subject to our standard terms and conditions, which can be found [here](#).
- ii.** TNA reserves the right not to award and to complete its objectives through other means.

## **11. APPENDICES**

- i.** Audience Segment: Family for Me (PenPortrait\_FfM.pdf)
- ii.** Audience Segment: Curious Mind (PenPortrait\_CM.pdf)
- iii.** Audience Segment: Cultural Devotee (PenPortrait\_CD.pdf)