**Clarification Questions & Answers v2 – 25/07/2023**

* Where can I find more information?

*All information is published as part of the contract notice (i.e. the notice itself, the instructions to bidders document, and the selection questionnaire document which needs to be completed and returned to us) at* [*Architect Partner - Public Space Programme - The National Archives - Contracts Finder*](https://www.contractsfinder.service.gov.uk/Notice/0388855e-f2bc-4514-ba7f-e363b9d76cc1) *If you have any specific clarification questions, or require any further information, please submit these requests to* *procurement@nationalarchives.gov.uk*

* What are the scoring criteria?

*The scoring criteria is specified in the ‘Instructions to Bidders’ document.*

* Is the £2m maximum contract value the expenditure for architectural services or a total contract value for the works?

*The £2m figure is the maximum amount we envisage spending on architect fees over the duration of the contract – it’s not the total value of works. The scale of projects we deliver vary, but typically have total values anywhere between circa £50K to circa £1million.*

* What types of contract examples do you want to see?

*In terms of the examples you supply, it would be helpful to see ones that:*

* *Have been delivered in the cultural sector;*
* *Have been delivered in public buildings;*
* *Are similar in value to the numbers specified above;*
* *Are similar in type to the projects/activities referred to in the ‘Description’ section of the contract notice (e.g. learning centres, exhibition galleries, working with clients to develop and deliver a building masterplan)*
* Do the contract examples need to be for completed projects?

*It is our preference for the examples given to be of completed projects.*

* Are Interpretation/Exhibition Designers required as part of the Architect’s team?

*This is not a core requirement, but would be a useful ‘nice to have’.*

* Please can you clarify the deliverables for the ITT submission if shortlisted?

*Stage 2 requirements will be detailed in the ITT once released. Submissions will be assessed in three categories – Quality, Price & Social Value.*

* Please can you confirm how many architecture teams will be shortlisted for the ITT stage?

*As specified in the contract notice, only those bidders who achieve a score of 4 or 5 for their response to Question Number 6.1 of the SQ will be invited to participate in the second stage of the procurement process. The number of potential suppliers shortlisted will therefore depend on the volume and quality of submissions received.*

* Are there any other clarifications that have been asked as part of this process that can kindly be shared?

*Anonymised questions and answers are published with the contract notice at -* [*Architect Partner - Public Space Programme - The National Archives - Contracts Finder*](https://www.contractsfinder.service.gov.uk/Notice/0388855e-f2bc-4514-ba7f-e363b9d76cc1)

* Please could you provide more clarity on the scope of the £2m contract (ie. is the contract requirements to provide design proposals for the public spaces, an engagement programme or other?)

*The £2m figure is the maximum amount we envisage spending on architect fees over the duration of the contract – it’s not the total value of works. The scale of projects we deliver varies, but typically have total values anywhere between circa £50K to circa £1million. Exactly what projects we deliver over the course of the contract will depend on budget availability. A flavour of what we envisage is described in the contract notice*.

* Please confirm the anticipated RIBA work stages for the contract

*RIBA stages 2-6*

* Are there any site plans or boundaries for the public spaces?

*Yes. These will be shared with shortlisted bidders as part of the second stage of the procurement process. As the documents are sensitive, recipients will be required to sign an NDA before receiving them.*

* Please confirm if the public spaces are internal or external

*The scope of our masterplan is all publicly accessible areas on our site, both internal and external.*

* What relationship would the selected team have to HTP and AOC architects?

*AOC are our current masterplan/public pace programme architect. Our contract with them expires shortly, and this procurement is to put in place a replacement contract for those services. HTP are our contracted supplier for technical (think back office) architect services, rather than masterplan/design-led architect services. We see these as two separate disciplines (hence separate contracts) and envisage any relationship between the two being relatively limited.*

* Please can you provide timelines and information on the deliverables / expectations for stage 2 of the competitive procedure

*We anticipate shortlisting suppliers for stage two of the procurement process by the end of August, with an ITT being issued to those shortlisted suppliers at the beginning of September. We expect to make a contract award decision at the end of October, with the contract commencing in November.*