INVITATION TO TENDER (STAGE1)

COLLECTION CARE DATABASE

COMPETITIVE PROCEDURE WITH NEGOTIATION

CLOSING DATE FOR STAGE 1 TENDER RESPONSES – **Friday, 5th May 2017, 5pm**

1   PURPOSE

1.1   The purpose of this Procurement Process is for The National Archives (TNA) to select a Supplier to deliver a database solution for its Collection Care department (CCD).

1.2   Our aim is to shift from a series of ad-hoc, internally-hosted datasets to a unified cloud solution.

1.3   The solution must be delivered for the initial 3-year term of the contract within the maximum budget of £34,000 (exclusive of VAT). This budget must cover all costs associated with the contract, including (but not limited to):
   - o Licensing
   - o Hosting
   - o Customisation and configuration
   - o Deployment
   - o Maintenance and support over the initial 3-year term of the contract.

1.4   Our strong preference is for the solution to be based on a pre-existing and demonstrably functional solution, which would require minimal configuration and/or development in order to meet the functional requirements described in Section 5 of this document.

1.5   Whilst our strong preference is for the solution to be delivered as Software as a Service (SaaS), Potential Suppliers may submit solutions using alternative architecture such as an on-premise or hybrid model – as long as the solution meets the functional requirements described in Section 5, within the budget as declared in Section 1.3.

1.6   TNA intends to award the Contract for an initial period of three years, with options to extend for three further periods of up to twelve months each (3+1+1+1).

2   BACKGROUND

2.1   TNA, based in Kew, South West London, is the official archive and publisher for the UK government, and for England and Wales, holding official records containing 1,000 years of history. Our role is to collect and secure the future of the government record, both digital and physical, to preserve it for generations to come, and to make it as accessible and available as possible. We are a non-ministerial department and our parent department is the Department for Culture, Media and Sport. More information about us can be found at www.nationalarchives.gov.uk. Also, Archives Inspire sets out our plans for the next few years.

2.2   The Collection Care Department (CCD) is responsible for conservation at TNA. The department documents its activities using qualitative, quantitative and visual data, for example condition reporting, treatment, loans and exhibitions, scientific data from surveys/material analysis and before/after treatment images.

2.3   Currently, data is stored on-site across (primarily) Microsoft Access, Excel and Word formats, with images stored on separate drives hosted by TNA. Documentation is stored in various places because CCD's data needs have outgrown the current Microsoft Access database. The amount of data currently held (and which would need to be migrated) is not more than 1TB. The database is expected to grow by not more than 1TB of data per year of use.

3   PROCUREMENT PROCESS

3.1   The Procurement Process for the Collection Care Database will be split into two Stages, described in this document as '**Stage 1**' and '**Stage 2**'.

3.2   Stage 1 of the Procurement Process is about understanding and evaluating Potential Suppliers' initial Proposals for delivering the Collection Care Database Contract. At Stage 1, we will be evaluating Proposals on the basis of Quality criteria only.

3.3   At the end of Stage 1, each Potential Supplier's Stage 1 Proposal will be evaluated by TNA. A maximum of three Potential Suppliers will be shortlisted for invitation to participate in Stage 2 of the Procurement Process.

3.4   Stage 2 of the Procurement Process is about understanding and evaluating short-listed Potential Suppliers' Tender Submissions for delivering the Collection Care Database Contract, at a more detailed level.

3.5   During Stage 2, shortlisted Potential Suppliers will have an opportunity to have a one-to-one meeting with us to test ideas, to negotiate, to refine their Tender Submissions, and to demonstrate their solution. At the end of Stage 2, short-listed Potential Suppliers will be invited to re-submit their final Tender Submissions. TNA will evaluate those Tender Submissions – and make a Contract Award decision – on the basis of Quality (including the demonstration mentioned earlier in this Section), and Price.

4 HOW TO RESPOND

4.1 Please submit your Stage 1 Proposal by **5pm (UK time) on 5th May 2017** to procurement@nationalarchives.gsi.gov.uk, providing the information specified in Section 5 of this Invitation to Tender document.

4.2 If you have any clarification questions related to your Stage 1 Proposal, please submit these to procurement@nationalarchives.gsi.gov.uk by **12 noon (UK time) on 13 April, 2017**.

4.3 Potential Suppliers should note that there are grounds for mandatory exclusion from being awarded government contracts. By submitting a Proposal you are self-certifying that none of these grounds apply to you or your organisation (or any other person who has powers of representation, decision or control in the organisation), or to any agents, affiliates or sub-contractors.

5 YOUR STAGE 1 PROPOSAL

5.1 It is for you to determine what format your Stage 1 Proposals should take. You may wish to include screenshots to illustrate your Stage 1 Proposal. However, please ensure that within your Proposal you address as a minimum the following:

5.2 **Category 1 – migration of current datasets**
Currently, data is stored across Microsoft Access, Excel, Word, with images (photos and scans, mostly .jpeg, .tiff or .raw formats), stored on separate drives. The amount of data currently held (and which would need to be migrated) is not more than 1TB. The database is expected to grow by not more than 1TB of data per year of use.
Tell us how your system will allow for en masse migration of our current datasets, whilst maintaining integrity of those datasets.

5.3 **Category 2 – creating and building collection item entries on database**
Tell us how users can:
   o Add single and/or multiple collection items to the database
   o Add an electronic image as part of the entry for a collection item
   o Add annotations to images (e.g. pointing out tears, stains, foxing, treatment required, treatment carried out)
   o Add attachments (e.g. pre-existing MS Office documents or .pdf)
   o Link collection items by activity (see Section 5.4 below), through individually selecting them and/or in batches
   o Select an overall collection item condition (e.g. from a drop-box, such as 'Conservation required', 'Mould Treatment required', 'To be Seen in Collection Care'); to be added to individual collection items and/or groups of collection items

5.4 **Category 3 – activities and workflows**
Tell us how the proposed solution enables:
   o Activity types to be created and titled accordingly (e.g. Loan, Survey, Conservation, Project), and collection items added to that activity and vice versa
   o Collection items (and/or groups of collection items) to be migrated from one activity type to another (e.g. from 'Survey' to 'Conservation')
   o Data on collection items to be edited, both on an individual item level and at activity level
   o Activities to be restricted to a particular user or user group (see Section 5.6)
   o Input of time spent to an activity (e.g. 15 minutes, 1 hour, 1 day)
   o Addition of 'to do by' dates to the activity ;
   o Develop bespoke template workflows, e.g. for Loans and for Exhibitions (to allow tracking of tasks)

5.5 **Category 4 - reporting**

Tell us how the proposed solution organises the user information, actions, timings, dates and all other information for reporting, workflow planning and audit trail purposes:
- By user
- By collection item
- By treatment required/treatment carried out (e.g. contents of annotations)
- By overall collection item condition
- By activity
- By date
- Other
- Bespoke as user requires

Tell us how reports are produced (e.g. on screen, exportable to MS Office).

5.6 **Category 5 – security**
- PLEASE NOTE: If your proposal includes a cloud solution, we require that you - and any sub-contractors you propose to use - are certified for at least one of ISO27001, Ministry of Defence List X, or Cyber Essentials Plus. TNA's strong preference is for one of the preceding three certifications; if you hold a certification other than these, which you believe to be relevant, please tell us what it is.
- ALSO: If your proposal includes a cloud solution, please confirm all data will be held within the European Economic Area (EEA).
- ALSO: Please confirm that TNA retains ownership of all data and metadata generated through your proposed solution.
- ALSO: A minimum of 50 individual user accounts will be required.

Tell us how the proposed solution enables:
- Administration of user accounts, with different access levels for different user types (users may be TNA staff or external partners)
- Collaborative working by various users simultaneously on one collection item, group of collection items or project(s)
- Secure messaging (e.g. by email) to users/managers based on e.g. activity schedules/deadlines
- Remote working using mobile devices (e.g. smartphone, laptop, tablet)
- Secure synchronisation with cloud storage
- Recovery of data by TNA in the event of system failure or contract termination

5.7 **Background note: TNA's catalogue reference system**

Each Collection item at TNA has a unique identifier; its catalogue reference. These are formed by letters indicating the originating government department (e.g. WO), followed by a sequence of numbers for series (e.g. 78), piece (e.g. 2368) and sometimes item (e.g. 1) and sub-tem (e.g. 2). This would give the full catalogue reference, which may refer to a single document or small set of documents:

WO 78/2368/1/2 (please note the space and forward slashes)

A catalogue reference will be used on the system to identify a collection item. CCD would therefore require the database to be able to capture these references and be used as a 'look-up' to return information about each collection item.

6   EVALUATION CRITERIA

Stage 1 Proposals will be evaluated using the following criteria:

CATEGORY	MAXIMUM AVAILABLE SCORE
Category 1 – migration of current datasets	10
Category 2 – creating and building collection item entries on database	10
Category 3 – activities and workflows	10
Category 4 – reporting	10
Category 5 – security	10
Total available scores	50

For each Category, a points score between 1 and 10 is available. These points will be allocated applying the criteria as listed in the table below. If any Category within your Proposal mainly has the criteria of one score, but also has one or more criteria of a lower score, then that Category will be awarded the lower score.

10 Points	**Very Good:** • Potential Supplier's Proposal exceeds TNA's expectations at Stage 1. • Potential Supplier has provided high-quality, compelling and convincing evidence to support all elements of their Proposal. • Potential Supplier has submitted a Proposal which is highly relevant to the Requirement. • Potential Supplier's Proposal is clear and easy to understand. • Where relevant, Potential Supplier has demonstrated a high level of capability to deliver new and innovative service approaches.
7 Points	**Good:** • Potential Supplier's Proposal meets TNA's expectations at Stage 1. • Potential Supplier has provided evidence to support most elements of their Proposal. The evidence supplied is good and relevant to the Requirement. • Potential Supplier has submitted a Proposal which is highly relevant to the Requirement. • Potential Supplier's Proposal is clear and easy to understand. • Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches.
5 Points	**Average:** • Potential Supplier's Proposal meets most of TNA's expectations at Stage 1. • Potential Supplier has evidence to support most parts of their response. The evidence that is supplied has some relevance to TNA's requirement. • Potential Supplier has submitted a Proposal which is relevant to the Requirement. • Potential Supplier's response is clear and easy to understand. • Where relevant, Potential Supplier has demonstrated some level of capability to deliver new and innovative service approaches.
3 Points	**Below Average:** • Potential Supplier's Proposal partly meets TNA's expectations at Stage 1. • Potential Supplier has provided evidence to support only some elements of

	their Proposal. The evidence supplied has only some relevance to the Requirement. • Potential Supplier's Proposal is not always clear and easy to understand. • Where relevant, Potential Supplier has demonstrated limited capability to deliver new and innovative service approaches.
1 Point	**Poor:** • Potential Supplier's Proposal fails to meet TNA's expectations at Stage 1. • Potential Supplier has provided little or no evidence to support most elements of their Proposal. • The evidence supplied is weak and has limited relevance to the Requirement. • Potential Supplier's Proposal is not always clear and easy to understand. • Where relevant, Potential Supplier has demonstrated little or no capability to deliver new and innovative service approaches.

A maximum of three Potential Suppliers will be shortlisted for invitation to participate in Stage 2 of the Procurement Process. If you have been successful, we will provide you with feedback on your Stage 1 Proposal to help you to prepare for Stage 2 of the Procurement Process. If you have not been successful, we will provide you with feedback on the reasons why.

7   PROCUREMENT TIMETABLE

The Procurement Timetable is as follows:

STAGE 1		
Step	**Description**	**Date**
1	Invitation to Tender sent to Potential Suppliers who expressed an interest	6th April 2017
2	Deadline for Potential Suppliers to submit clarification questions to procurement@nationalarchives.gov.uk	12 noon (UK time), 13th April 2017
3	Deadline for TNA to respond to clarification questions*	21st April 2017
4	Deadline for Potential Suppliers to submit their Stage 1 Proposals to procurement@nationalarchives.gov.uk	5pm (UK time), 5th May 2017
5	TNA to evaluate Stage 1 Proposals and to shortlist Potential Suppliers for Stage 2 of the Procurement Process	12th May 2017

*Any clarification question that TNA deems to be relevant to more than one Potential Supplier will be shared with all Potential Suppliers participating in Stage 1 of the Procurement Process

The timetable for Stage 2 of the Procurement Process will be published to shortlisted Potential Suppliers on the date given at Step 5 in the table above.

8   CONTRACT TERMS AND CONDITIONS

8.1   The contract shall be governed by our standard short form terms and conditions for services published [here](#).

8.2   TNA reserves the right to discontinue the Procurement Process at any point, and to achieve its aims through other means.