

Role : Cloud Storage Specification Developer**1. Background**

The National Archives is the UK government's official archive, containing almost 1,000 years of history, with records ranging from parchment and paper scrolls through to digital files and archived websites.

We give detailed guidance to government departments and the public sector on information management, in order to ensure the survival of records, and advise others throughout the public and private sectors about the care of historical archives. We also publish all UK legislation and advise upon and encourage the re-use of public sector information.

The National Archives is a government department and an executive agency of the Ministry of Justice. It brings together the Public Record Office, Historical Manuscripts Commission, the Office of Public Sector Information and Her Majesty's Stationery Office.

2. The Requirement

Job Title	: Cloud Storage Specification Developer
Department	: Archives Sector Developer
Reports to	: Programme Manager
Location	: Home-based, The National Archives, field visits
Nationality Rules	: Applicants must be British or Commonwealth citizens with the right to live and work in the UK, or nationals of states of the European Union.

Job Purpose

Establish standards and requirements for cloud based management and preservation of digital records held in places of deposit and other public sector archives; explore options from existing framework contracts for the provision of such services, collate into guidance for public sector archives, and a communications plan for promotion of the guidance.

Role and responsibilities

- Identify archives services within the public sector with varied digital preservation needs
- Establish the range of digital preservation needs within these services
- Establish the value and nature of currently available guidance on this topic
- Establish cloud services currently available that could serve the identified digital preservation needs
- Scope and write a specification report recommending reasonable standards based on the needs of public sector archives services and re-purposing the existing guidance, where possible
- Explore options for using existing Government Procurement Systems such as GCloud
- Set-up pilot projects with relevant services to test the viability of the standards and procurement vehicle

3. Contract Duration

Start : 9th September 2013

End Date : 31st March 2014

4. Tender evaluation criteria

Suppliers will be evaluated against the criteria below

Person specification

Essential criteria:

- Specialist knowledge of the digital preservation context
- Knowledge of Cloud based Storage or Digital Preservation systems
- Excellent communication and organisational skills
- Excellent engagement and negotiation skills

Desirable criteria:

- Recognised project management qualification
- Knowledge of the heritage sector, its culture and practices

Criteria	Weighting
Specialist knowledge of the digital preservation context	30
Knowledge of Cloud based Storage or Digital Preservation systems	20
Excellent communication and organisational skills	10
Quality of work plan and timetable	10
Recognised project management qualification	5
Knowledge of the heritage sector, its culture and practices	5
Value for money (including cost)	20
TOTAL	100

5. Documents required in response

Max of 5 pages with the proposal in total no longer than 10 pages

Please explain how you meet each point in the person specification, provide a draft work plan and timetable.

You may draw on knowledge, skills, abilities, experience gained from paid work, domestic responsibilities, education, leisure interests and voluntary activities. Please note selection for interview will largely be based on the information you provide in this section.

6. Indicative Tender timetable

The proposed tender timetable is

Milestone	Date
Issue Invitation to Tender	9 th August 2013
ITT return date	23 rd August 2012
Contract awarded	w/c 9 th September 2013

7. Terms and conditions

In accordance with The National Archives Terms and Conditions (see attached).

8. Closing date

Please send your tender proposal to the following email address:

procurement@nationalarchives.gsi.gov.uk

By no later than **12.00 noon, 23rd August 2013.**

If submitting more than one file please use WinZip to compress your files.

9. Terms of Offer

Suppliers should be aware that, if they are awarded a contract, the resulting contract will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

10. Pricing Schedule

Please complete the pricing schedule below:

Name of Individual	Day Rate (Exc VAT)
<Enter Details>	<Enter rate>
Proposed Expenses	

*** Please note, all expense will be paid in accordance with The National Archives Travel and Subsistence Policy.**

Please Note

The National Archives are looking for companies that can draw on a wealth of experience and expertise specifically within the different divisions within their company. We are not looking for contractors who have a Personal Service Company (PSC)

In order to produce the guidance with the level of sector specific detail needed to be of use to the archives sector requires, the contractor appointed must have a detailed knowledge primarily of digital preservation, with specific regard to cloud computing, and also of the archive or heritage sector. They also need a wide range of skills and experience in research, strategy and evaluation.