

Provision of Archive Training Materials
Specification Document
8 April 2024

Invitation to Quote

By participating in this ITQ you are indicating your acceptance to be bound by the guidelines set out in this document. Outlined below, are key details of The Methodist Church's requirements, which you should take into account in your response.

To simplify exchange of information regarding this ITQ, please nominate a Bid Manager (together with their deputy, if applicable) and relevant contact telephone number, and email addresses.

Please direct any questions regarding the ITQ content or process to the Methodist Church representative named below. You should not contact any other The Methodist Church personnel in regard to this process unless directed to do so by the named representative below. The Methodist Church reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or to the email address below.

Only communications made by your Bid Manager (or their deputy) to our named representative, will be taken into account during the pre-contract ITQ period.

As part of this ITQ process, The Methodist Church makes no obligations in any way to:

- pay any bidder for any ITQ response; or
- award the contract to the lowest quoted fee; or
- include suppliers responding to this ITQ, in any future ITQ; or
- make any other commitment to bidders whatsoever

I look forward to receiving your response.

Yours sincerely,

Olivia Threlkeld
Heritage and Collections Officer

Overview

The Methodist Church is one of the largest Christian churches serving Britain, with around 188,000 members and regular contact with nearly 500,000 people. It has 4,500 churches in Britain, and also maintains links with other Methodist churches with a worldwide total membership of over 80 million. Its activities, both alone and with ecumenical and secular partners, are based on four aims known as Our Calling:

- To increase awareness of God's presence and to celebrate God's love
- To help people to grow and learn as Christians through mutual support and care
- To be a good neighbour to people in need and to challenge injustice
- To make more followers of Jesus Christ.

Registered charity no. 1132208

Requirement

The Methodist Church is seeking a suitably qualified and experienced contractor to develop training and induction materials, along with a procedure's manual, to support up to 250 committed volunteer archivists who work at the local level to secure the archival records of individual Methodist chapels, circuits, and districts, and facilitate their transfer to local archive services. As the denomination faces a period of rapid change, we need to recruit, train and support volunteers who are confident to meet current archival challenges.

Specifically, we have identified the need for:

- An induction programme/pack for new volunteers to introduce basic records management and archival principles including a glossary of terms.
- Guidance on the storage and security of physical records
- Advice on the care of physical collections including essential 'dos and don'ts'
- Accessible information on GDPR and the requirements around records retention and disposal
- Appraisal and weeding guidelines
- Guidance on the recording and secure destruction of material not selected for permanent preservation.
- Information on the way in which local archive services operate and what support/services they may (or may not) be able to offer.
- Guidelines on the preparation of material for deposit in local archive services including how to create a basic inventory prior to transfer, and how to draft an administrative history to contextualise the records.
- Guidelines on digital records management and the needs of digital records to ensure that they are capable of long-term preservation.

Following the completion of the written guidance the successful contractor will be required to deliver up to six on-line training sessions to introduce the training material during the period of the contract. These will be recorded and made available on the Methodist Heritage web site.

The work should commence in May 2024 and be completed by 31 December 2024.

ITQ Response

Your proposal should demonstrate how you would deliver all aspects of the requirements detailed above and include:

- A description of the proposed approach to developing the training materials and explanation of how you would engage with the volunteers to ensure the suitability and tone of the final output.
- A work plan for delivering the tasks including a timetable and key milestones.
- Consultant's suitability for providing the service.
- Consultant's CV (a cap of one side of A4).
- Fixed fee for the service

The budget available for this work is £9,000 inclusive of VAT and expenses.

Proposal Evaluation

Your response will be evaluated according to the criteria below:

Approach:

- Your understanding of our requirement
- How you will work with us to achieve our objectives
- Value for money delivery
- Risk management
- Communication and timeliness of responses to client
- Quality assurance
- Your competitive advantage – what you believe are the strengths of your proposal

Examples of previous assignments:

- Up to three examples of similar assignments you have worked on successfully including an example of engagement with volunteers (such as a community archive or small archive service)
- Details of 2 referees who may be contacted.

Qualifications

- CV

Programme for the Appointment of Service Provider

We envisage the following process:

| Step | Description | Date |
|------|--|--------------------------|
| 1 | RFQ issued | 8 April 2024 |
| 2 | Proposals received | 30 April 2024 |
| 3 | Interview (By Invitation/Shortlist Only) | Week Beginning 6 May |
| 4 | Award Notification | Week Beginning 13 May |

Clarification questions

Email any clarification questions to archives@methodistchurch.org.uk by 22 April 2024

Response Instructions

Email proposals to archives@methodistchurch.org.uk no later than 12pm on 30 April 2024

All information is given in good faith. However, it is your responsibility to verify all information provided.