

THE INNISKILLINGS MUSEUM

ENNISKILLEN, COUNTY FERMANAGH, NORTHERN IRELAND



INVITATION TO TENDER

DIGITISATION OF MUSEUM PAPER ARCHIVES

Museum Background

Enniskillen has the unique honour of being the only town in Great Britain and Ireland to give its name to two regiments, the Royal Inniskilling Fusiliers and the 5th Royal Inniskilling Dragoon Guards, now part of the Royal Irish Regiment and the Royal Dragoon Guards respectively.

Enniskillen Castle is the birthplace of our regiments, and a visit to the Inniskillings Museum is a journey through more than 300 years of a proud military heritage from their formation in 1689. The museum houses a rich collection of personal treasures and battlefield curios, weapons and army vehicles, medals and uniforms, art and musical instruments, regimental silver and trophies.

Interactive exhibits, hands-on activities and life-size dioramas help our artefacts tell the acclaimed story of fearless Inniskillings who wore a castle on their badge with distinction. For further information please visit www.inniskillingsmuseum.com

Lough Erne Landscape Partnership

The Lough Erne Landscape Partnership (LELP) was awarded over £2 million to deliver a range of strategic and community based projects from summer 2018 to 2023. The Inniskillings Museum is a project partner of the LELP and the 3-year Access Inniskillings project commenced in November 2018.

The Lough Erne Landscape Partnership consists of six formal partner organisations: RSPB NI, Waterways Ireland, National Trust, Fermanagh Omagh District Council, Upper Lough Erne Region and Fermanagh Rural Community Network. Further information on the LELP can be found at www.lelp.org.uk

ACCESS INNISKILLINGS

The Inniskillings Museum is an accredited museum and a registered charity located at Enniskillen Castle in County Fermanagh, Northern Ireland. The museum has an extensive collection relating to the two Inniskilling regiments raised in 1688 - the Royal Inniskillings Fusiliers and the 5th Royal Inniskilling Dragoon Guards. The museum collection comprises more than 30,000 artefacts and 150,000 paper and print archives from all around the world.

Project Aim

This project will aim to create and deliver digital representations of irreplaceable historical documents, letters, diaries, maps and photographs relating to the Royal Inniskilling Fusiliers, in order to improve access to, and foster a greater understanding of, the materials held in the museum's archives. The pre-1900 archives are at greatest risk primarily due to their age, but also due to their use and storage over the past decades, and it is this collection of unique and irreplaceable documents that Access Inniskillings will focus on.

ACCESS INNISKILLINGS Project Activities

- Access Inniskillings will identify fragile and irreplaceable pre-1900 paper, print and photographic archives within the museum collection and convert them into appropriate digital formats.
- A specialist digitisation partner will be appointed to assist with the delivery of this project.
- The project will involve the professional scanning and digitisation of approximately 14,000 individual pages, photographs or prints.
- A web-based Digital Archive Management system will be used to host the images for audience access.
- The original archives will also be preserved and stored securely to museum accreditation standards.
- Volunteers will be trained in the archiving process.

ACCESS INNISKILLINGS Project Outputs

- Digitisation of all pre-1900 paper, print and photographic archives.
- Successful protection and storage of the original archives.
- Increased numbers of visitors accessing the museum library & archive suite to view the digitised archives.
- New online visitors accessing the digitised archives.
- Increased numbers of cross-community organisations in County Fermanagh engaging with the Inniskillings Museum annually as a direct result of this project.
- Post regular updates to the museum Twitter account on the progress of the project.
- Publish an online Story Map with links to digital facsimiles of original archives relating to the Fermanagh Light Infantry recruits and their homes between 1853 and 1865.
- Deliver 2 community engagement events per annum showcasing a behind-the-scenes look at the ongoing preservation and digitisation of the museum archives.
- Prepare and launch an online exhibition focusing on the preservation and digitisation of the museum archives.
- Prepare and launch 2 online exhibitions focusing on archives from the Battle of Waterloo and the Crimean War.
- Increase the number of new volunteers enlisted at the Inniskillings Museum through LELP.
- Provide training for museum volunteers to deliver Access Inniskillings.
- Create a dedicated workspace with an overhead cradle scanner for future digitisation of newly acquired archives by museum staff and volunteers.
- Increase in volunteer hours engaged with Access Inniskillings.

Community Engagement Workshop

The project will also have a strong community engagement focus. As some of the pre-digitisation and post-project activities will be carried out by volunteers at the museum, it is essential volunteers and the public gain an introductory understanding of the process involved through a community engagement workshop.

Tender Process

It is our intention to adhere to the following stages:

1. After close of tender all candidates will have their return assessed according to the criteria disclosed.
2. The successful candidate(s) will be selected based on the advised award criteria contained within this document.

Services Required

You are hereby invited to submit a tender for the digitisation of all pre-1900 museum archives to the specifications outlined herein.

You are also required to provide actual costs for the delivery of a community engagement workshop separately. The workshop will be delivered on an afternoon during museum opening hours to an audience of approximately 100 people (time and date to be arranged in conjunction with the successful applicant).

Delivery Timescale

Digitisation of the pre-1900 archives must be completed by the end of June 2019.

The community engagement event must be delivered in the calendar year 2019.

Budget

It is anticipated that a budget of up to a maximum of £9,900 (excluding VAT) will be available to undertake the digitisation task for this tender.

The appointed supplier will be responsible for ensuring that the project is delivered on budget and to the agreed programme schedule. The cost of all expenses associated with the undertaking of this project are to be included in the fixed price tender submission.

Separate costs (to include return transportation and other associated expenses) for the delivery of the community engagement workshop must not exceed £800 (excluding VAT).

Project management and communication

Mr. Neil Armstrong, museum curator-manager will be the project manager assisted by Ms. Pauline Thornton, museum assistant.

The appointed supplier will be required to:

1. Attend monthly meetings with the museum team, in order to ensure activities are undertaken within the time allowed, and participation is maximised.
2. Liaise with the management team at the Lough Erne Landscape Partnership in order to provide updates for the funder on a regular basis.

DIGITISATION REQUIREMENTS

Transportation and Security

Transportation of materials will be carried out by museum staff. The successful company will ensure that all material will be stored in a fireproof and secure storage facility and evidence of this must be presented as part of this submission for tender. On receipt of material a Museum Object Loan Form must be signed and copies retained by both parties.

The museum will present a full list of all the items that are to be digitised including value, which is to be agreed with the successful company in advance.

A full check and condition report will be carried out by the museum and the successful company on handover and takeover.

Insurance

The successful company will have insurance cover for loss or damage of items in their care, for storage at their site and for the digitisation process, up to £1,000,000 in total. Evidence of this must be presented as part of this submission for tender

Image Type

- 24-bit colour should be used for any document, map or archive where colour is important and provides extra meaning or where the aesthetic value of reproducing it in colour outweighs the resource factors such as cost, scan time, image file size and storage.
- Greyscale should be used for paper media where contrast is less well defined and for black and white photographs.
- Bitonal should be used for paper media where manuscripts have been clearly written or printed and where there is good contrast. Bitonal can also be used to scan from the microfilm archive master.

File Type and Resolution

High resolution TIFF files should be used for the digital masters. The minimum resolution for the archival master image destined for the Access Inniskillings project is 1200dpi. A surrogate image will be provided in 300dpi j-peg format.

Files will be named with a sequential suffix number and description.

Metadata

Technical metadata includes information such as the file type, compression ratio, image orientation, resolution, scanner used, operators name, etc. As there will be two sets of images created for Access Inniskillings there will also be two corresponding sets of technical metadata, one for the archive master image and one for the surrogate image.

This data will provide the museum with an audit trail should the image quality not be sufficient. Should it be necessary to replace an image the technical metadata also provides the museum with precise information as to how to recreate it.

Benchmark Protocol

As part of the quality checking process you will be required to email some benchmark sample images to the museum project management team at regular, predetermined intervals. These images are an authority sign off point to ensure the quality and correct format outputs are in line with the technical specifications above.

As the appointed supplier you will not continue with any further work until sign off is received. You will be required to sign off the images by return. This will be done via email reply directly to Neil Armstrong, curator-manager, who following discussion with you, will co-sign and return.

Intellectual Property

All intellectual property rights in respect of the Inniskillings Museum collections are owned by the Inniskillings Museum. The appointed contractor does not acquire any rights of ownership in the digitisation of the museum's paper archive collection.

The intellectual property rights (including copyright and design) of all work, documentation, data, and materials and of any copies thereof produced for the programme and/or Partnership by or on behalf of the appointed consultant will vest in HLF and the delivery partners. The appointed consultant agrees and accepts that licences shall be granted to use the same to any supporting partners for use for non-commercial purposes.

The appointed consultant shall not make or permit others to make any copies of materials without the Inniskillings Museum and LELP's consent. Copyrights attached to the source data must be strictly adhered to. The appointed consultant shall maintain adequate security measures during the term of the contract to safeguard materials from unauthorised access use or copying, and shall notify the Inniskillings Museum and LELP immediately if the consultant becomes aware of any unauthorised access to, use or copying of any materials by any person.

Project Communications

The appointed contractor will be encouraged to formally promote their involvement in delivery of the Access Inniskillings project, which forms part of the Lough Erne Landscape Partnership. A communications protocol should be agreed with the Lough Erne Landscape Partnership project manager within the first two weeks of the start date of the contract.

Adjudication Criteria

Tenders will be evaluated using a two stage process: The first stage is known as the mandatory assessment and the second stage the award criteria stage.

Stage 1 – Mandatory Assessment

During this first stage the focus is on the tenderer's suitability, in principle, to provide our contract requirements. All submissions that pass the mandatory stage are eligible to be scored at the award stage.

Stage 2 – Award Criteria Stage

During the second stage submissions are evaluated as to which is the most economically advantageous. At award stage qualitative and pricing criteria, linked to the subject matter of the contract, are used to appoint a preferred supplier.

The programme manager for the Lough Erne Landscape Partnership will act as the impartial evaluator during the assessment process.

Deadline for Tender submissions

Your tender should only be submitted by registered post together with a professional portfolio of past projects (including a sample CD of digitisation work) and details of two appropriate references with whom we can make contact. Electronic tenders or incomplete submissions will not be accepted.

The closing date for receipt of submissions is 4.00pm on Friday 1st March 2019.

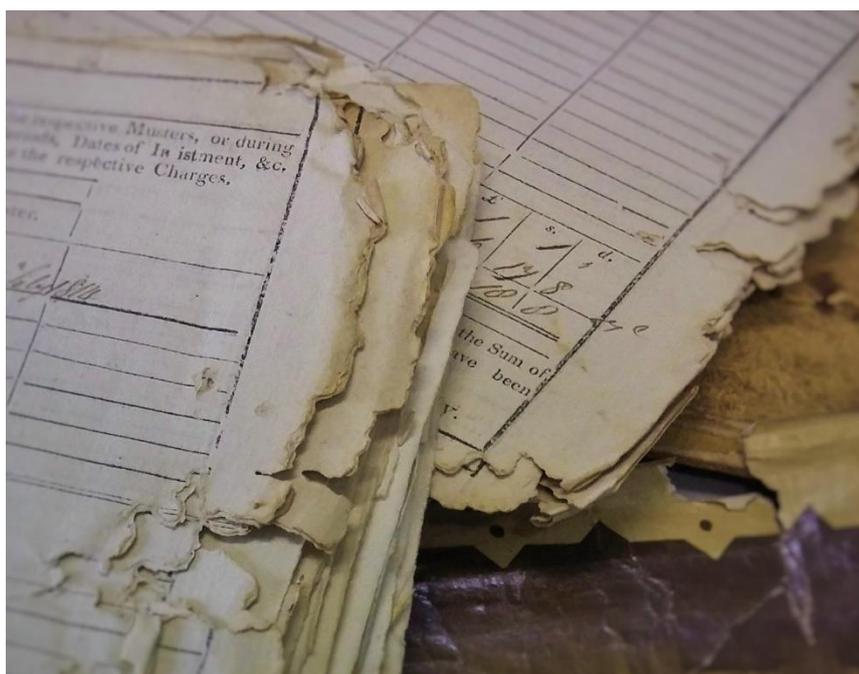
Your envelope should be marked ACCESS INNISKILLINGS for the attention of the Curator-Manager and posted to the Inniskillings Museum, Enniskillen Castle, Enniskillen, County Fermanagh, Northern Ireland, BT74 7HL

Further information

Due to the fragile nature of the archives you are requested to visit the premises in advance of submitting a tender. This visit will allow you to clearly quantify the collection to be digitised and assess its condition. Please contact the curator-manager to arrange an appropriate date and time for your visit.

It is also envisaged that, time permitting, the curator-manager will visit your digitisation facilities before the tender process closes.

However it must be noted that these visits will not be adjudicated nor will they be considered as part of the award selection process.



Stage 1 - MANDATORY ASSESSMENT REQUIREMENTS

General information

- *Name of the organisation in whose name the tender would be submitted*
- *Contact name for enquiries about this bid*
- *Contact position (job title)*
- *Address including postcode*
- *Telephone number*
- *E-mail address*
- *Website address (if any)*
- *Company Registration number (if this applies)*
- *Charities or Housing Association or other Registration number (if this applies).*
- *Please specify registering body and the date of registration.*
- *Registered address (including postcode) if different from the above*
- *VAT Registration number*
- *Trading Status of Tendering entity*

Financial information

What was your turnover in the last two years (if this applies)?

Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?

If the answer is 'No', what were the reasons and what has been done to put things right?

Has your organisation met all its obligations to pay its creditors and staff during the past year?

If the answer is 'No' please explain why not.

What is the name and branch of your bankers (who could provide a reference)?

If asked, would you be able to provide at least one of the following?

- *A copy of your most recent audited accounts (for the last two years if this applies)*
- *A statement of your turnover, profit & loss account and cash flow for the most recent year of trading*
- *A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.*

Business activities

What are the main business activities of your organisation?

How many staff does your organisation have?

Insurance

Please provide details of your current public and employer's liability insurance cover (maximum value).

Please also provide details of insurance cover for the loss or damage of museum archives in your care, for storage at your site and for the digitisation process, up to £1,000,000 in total.

Quality Assurance

Does your organisation hold a recognised quality management certification?

If not, does your organisation have a quality management system?

If you do not have quality certification or a quality management system, please explain why.

Access NI Clearance

An enhanced Access NI Disclosure certificate must be furnished to the Inniskillings Museum for all persons involved in the delivery of the Community Engagement Workshop. Please provide details in your submission.

GDPR Compliance Statement

The Inniskillings Museum is a registered charity and takes privacy seriously. Please include in your submission a signed Statement of GDPR Compliance and a copy of your organisation's Data Protection Policy.

Professional and business standings

Within the past five years from the date of issue of this tender, has your organisation, or (any of) the director(s)/partner(s)/proprietor(s) or any person(s) who have powers of representation, decision or control been convicted of any of the following offences, orders or proceedings outlined below:

- *Conspiracy relating to participation in a criminal organisation*
- *Corruption*
- *Bribery*
- *Fraud affecting any of the financial interests of the European Communities*
- *Money Laundering*
- *Any other offence within the meaning of the Public Sector Directive as defined by the national law of any relevant state*
- *Is guilty of any safeguarding offences*
- *Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to these proceedings*
- *Has been convicted of a criminal offence related to business or professional conduct*
- *Has committed an act of grave misconduct in the course of business*
- *Has not fulfilled obligations related to payment of taxes*
- *Is guilty of serious misrepresentation in supplying information*
- *Is not in possession of relevant licenses or membership of an appropriate organisation where required by law*

If the answer to any of these is 'Yes' please include brief details in your submission, including what has been done to put things right or to address these matters.

Tenderers who successfully provide the Inniskillings Museum with the relevant information requested in Stage 1 above will receive a pass mark and move on to Stage 2.

Tenderers who fail any part of the Mandatory Assessment requirements will not proceed to Stage 2 and the remainder of your document will not be scored.

Stage 2 - AWARD CRITERIA STAGE

Relevant Capability

Please provide details of a recent contract (completed in the last 5 years prior to this Tender submission date) that is relevant to the Inniskillings Museum requirement, which demonstrates your experience to successfully deliver projects of a similar scale to this one.

Your response should clearly identify:

- *Your company's role*
- *The approximate budget for this contract*
- *The completion dates*
- *How you ensured successful delivery of the contract on time and within budget*

Please provide client contact details for the contract to allow a validation check of your experience (this will only be completed for the successful supplier).

ACCESS INNISKILLINGS

Project Specific Questions

Please provide a detailed method statement describing your proposed approach to undertaking/delivering the tasks required in this project.

Please quantify the number of the digitisation scans that will be completed within the budget parameters.

Please provide detail on available staff, equipment and other resources:

- *Current total available staff, their qualifications and experience relevant to this project*
- *If applicable, sub-contractors, their qualifications and experience relevant to this project*

Please indicate total and type of equipment and other resources available.

Please provide a detailed description (including photographs where permissible) of your secure and fireproof storage facilities that will be used for this project.

Tender Costing

Your submission must clearly present separate and complete costings for the two distinct elements for this project and within the financial parameters specified:

- *Digitisation of pre-1900 archives for the Inniskillings Museum.*
- *Delivery of one community engagement workshop in the financial year 2019-2020.*

Timeframe

Please provide an outline programme of work with corresponding timescales to the museum requirements.

An indicative timetable with key activities and milestones should be provided.

SELECTION CRITERIA

The Inniskillings Museum will open all tenders on Monday 4th March 2019.

The programme manager for the Lough Erne Landscape Partnership will be present for the opening of the tenders.

The following criteria will be used when selecting the winning tender:

- | | |
|--|-----|
| • Relevance Capability | 40% |
| • Access Inniskillings project specific questions and costings | 25% |
| • Timeframe for completion of works | 25% |
| • Project costings | 10% |

(The lowest costs will receive the highest percentage score. Then for each other quote the score will be adjusted based on a ranking of costs.)

The museum does not accept responsibility for costs incurred in formulating or presenting tenders, or in viewing the archives at the Inniskillings Museum, and is not obliged to accept the lowest or any tender.

The Inniskillings Museum also reserves the right to:

- Amend, clarify, add to or withdraw all or any part of the Tender Invitation at any time during the process;
- Vary any timetable or deadlines set out in the Tender Invitation;
- Not conclude a contract for some or all of the goods and/or services (as applicable) for which Tenders are invited; and
- Cancel all or part of the Tender Invitation at any stage at any time.

Closing date for submission of tenders:	4.00pm on Friday 1st March 2019
Tenders will be opened on:	Monday 4th March 2019
Tender will be awarded week commencing:	Monday 11th March 2019
Digitisation must be completed by:	end of June 2019
Community Engagement event to be held on:	before end of 2019 (date tbc)

Should you have any questions regarding this document, or to arrange a time to visit the museum to view the archives, please contact the curator-manager (details below).

Please note the sensitive nature of this project requires your confidentiality in all matters at this time.

Contact

Mr Neil Armstrong, Curator-Manager

Inniskillings Museum, Enniskillen Castle, Co Fermanagh, Northern Ireland, BT74 7HL

✉ curator@inniskillingsmuseum.com

☎ 028 6632 3142 (048 6632 3142 from Republic of Ireland)