

Request for Proposal: Archivist for 50th anniversary



Summary of invitation

The Royal Academy of Engineering is looking to engage the services of a professional archivist in support of our 50th anniversary.

The appointed individual will review historic materials to identify significant moments in the Academy's history that showcase the impact of our work and the prestige of our network, in support of the wider communication and fundraising campaigns. They will identify, collate and caption, as needed, documents and images that highlight the Academy's legacy, achievements and network, and support the development of a physical and digital timeline.

We will also seek their input for recommendations for best practice for future archiving to ensure materials are accessible, secure and well preserved in keeping with the Academy's position as a public body.

About our organisation

The Royal Academy of Engineering (Academy) harnesses the power of engineering to build a sustainable society and an inclusive economy that works for everyone.

In collaboration with our Fellows and partners, we're growing talent and developing skills for the future, driving innovation and building global partnerships, and influencing policy and engaging the public.

- As a charity, we deliver public benefit from engineering excellence and technology innovation.
- As a national academy, we provide progressive leadership for engineering and technology, and independent expert advice to government in the UK and beyond.
- As a Fellowship, we bring together an unrivalled community of leading business people, entrepreneurs, innovators and academics from every part of engineering and technology.

The Royal Academy of Engineering creates and leads a community of outstanding experts and innovators to engineer better lives. As a charity and a Fellowship, we deliver public benefit from excellence in engineering and technology and convene leading businesspeople, entrepreneurs, innovators and academics across engineering and technology. As a National Academy, we provide leadership for engineering and technology, and independent, expert advice to policymakers in the UK and beyond.

In everything we do, we are guided by our five values: progressive leadership; equity, diversity and inclusion; excellence for impact; collaboration first; and creativity and innovation.

Your response

Please include any of the following relevant details in your proposal:

Some examples include:

- Proposed schedule
- Ideas on how to elevate historical materials for wider public engagement
- Previous experience
- Costings
- References

Please send your clarification questions and submissions to:

Gemma Hummerston, Senior Brand and Editorial Manager, on

Gemma.Hummerston@raeng.org.uk

Statement of requirements

1. **Summary:** Archivist services as part of the Royal Academy of Engineering's 50th anniversary campaign
2. **Timing:** Services to be completed by 11 April 2026 – **start** of anniversary campaign.
3. **Content:** Review historic Academy materials to identify key milestones **that** can be **used** by the Communications and Engagement and Development teams for their respective PR and fundraising campaigns. Support the creation of a physical and digital timeline of key Academy events/highlights which demonstrate the impact and growth of the organisation, and showcase relationship with HRH The Prince Philip, our former Senior Fellow, who was instrumental in the formation of the Fellowship.
4. **Location:** Archivist to be based at Prince Philip House, London with hybrid working available as appropriate
5. **Delivery:** Delivery in time for **the start** of anniversary campaign in April 2026.
6. **Experience:** Ideal supplier will have experience working within the charitable and public sectors as well as on large-scale anniversary campaigns. Previous experience of reviewing a large volume of material to pull out key impactful moments is essential.
7. **KPIs:** Successful and timely delivery of materials which showcase Academy's impact across last 50 years

Deadline for proposals: Monday 24 November

Proposed Schedule

13 November	1	Issue of RFP (this document) to potential suppliers
24 November	2	Deadline for RFP to be returned to Academy
28 November	3	Deadline for Academy staff to review all proposals and select 3 suppliers to take for interview
w/c 1 December	4	Hold for interviews for potential suppliers
8 December	5	Contracting of preferred supplier

Scoring matrix

0	No Answer/Unacceptable Response
1	Very Poor Response
2	Poor Response
3	Acceptable Response
4	Good Response
5	Excellent Response

To score well (i.e. 3 and above) the evaluation panel will look for clear evidence. The scores will be weighted to give an overall score. The tables below indicate the weightings which will be applied to each section. The **three** highest scoring proposals will be invited to the Academy to present their proposal.

At interview, we will consider all criteria. The scores given before the interview may be amended following new information provided at interview.

Selection criteria

Your response will be evaluated using the following;

Section:	<i>Cost</i>	
Description of criteria		Score
Is competitively priced		YES/NO
Implementation costs reasonable		
Expenditure broken down and pricing clear		
Risk of budget overspend		

Section:	<i>Experience</i>	
Description of criteria		Score
Length and relevancy of experience		
Experience with anniversary campaigns		
Technical expertise		
Experience with creating comms collateral (timelines)		
References and case studies		

Section:	Supplier	
Description of criteria		Score
Capacity		
Risk management		
Ethical/legal compliance		

Additional Information

As signatories of the [Race at Work charter](#), the Academy is committed to developing a diverse and inclusive supply chain. Therefore, we request information about your approach to diversity and inclusion to understand your organisation's level of commitment. This can be evidenced through your corporate policies, training, strategies and/or accreditations. Your response will not form part of the assessment criteria.

Responses submitted can be verbal or written. All responses will be captured in an internal Academy Vendor List for monitoring purposes.

Section:	<i>Inclusive and diverse supply chain</i>	
Description of criteria		Response
What is your organisation doing to show a commitment to Diversity and Inclusion? As applicable, please provide details of policies, training, strategies and/or accreditations		