



**APPOINTMENT OF A SERVICE PROVIDER FOR - RECORDS MANAGEMENT
SERVICES FOR A PERIOD OF TWELVE (12) MONTHS**

ADDENDUM TO DOCUMENT

**BIDDERS ARE NOTIFIED OF THE FOLLOWING AMENDMENT ON BELOW
MANDATORY REQUIREMENT.**

Evaluation Criteria	Supporting Document
1. Bidder must comply with the National Archives and Records Management Act.	Certified copy of Certificate

We have been informed after the publishing of the RFQ, that the National Archives does not provide certification to service providers, so Mandatory Requirement No.3 above is unworkable.

To clarify this requirement, we would like to confirm that we are now not requesting Certification issued by the National Archives as an upfront mandatory requirement but rather evidence of compliance with the National Archives and Records Management Act on completion of the assignment.

Bidders can provide documentation or any form of evidence that demonstrates their adherence to the standards and regulations set forth by the National Archives and Records Management Act. This could include documentation relating to records management policies, processes and procedures, certified copies of any National Archives and Records Management inspection certificate(s), audits or assessments performed to ensure compliance, or any other relevant materials demonstrating the Bidders ability to meeting the Act's requirements.

In conclusion, an explicit expectation of this contract would be that the required outputs would be subject to 3rd party audit and compliant with NARS.