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Tender

Digital Records Solution

London Borough of Lambeth

F02: Contract notice

Notice identifier: 2023/S 000-002691

Procurement identifier (OCID): ocds-h6vhtk-039ba3

Published 27 January 2023, 5:54pm

Section I: Contracting authority

I.1) Name and addresses

London Borough of Lambeth

Town Hall, Brixton Hill

London

SW2 1RW

Contact

Peter Ransom

Email

pransom@lambeth.gov.uk

Country

United Kingdom

Region code

UKI45 - Lambeth

National registration number

n/a

Internet address(es)

Main address

<http://www.lambeth.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/18>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=58238&B=LBLAMBETH

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=58238&B=LBLAMBETH

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Digital Records Solution

Reference number

Digital Records Solution

II.1.2) Main CPV code

- 79996100 - Records management

II.1.3) Type of contract

Services

II.1.4) Short description

This programme will provide a single, council-wide, digital solution enabling us to store, access and retrieve the records we value safely and securely. What this means is knowing where our data is and how to access it on demand, improving our efficiency and the experience for the council, citizens, and communities. We will achieve this through digitising existing records and aligning existing digital data to a common standard across all council departments, enabling automatic retention and processing of records. By adopting a sustainable digital infrastructure, we will build the foundation for future improvements.

This Tender is for the Scanning and digitisation of the Physical records, creation of a digital database, retrieval software and destruction of most of the records once scanned. Some physical records are required post scanning, e.g. Registrars records.

II.1.5) Estimated total value

Value excluding VAT: £6,980,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 30216110 - Scanners for computer use
- 30216120 - Optical-character-recognition equipment
- 30216130 - Barcode readers
- 32353100 - Records
- 48000000 - Software package and information systems
- 60160000 - Mail transport by road
- 63120000 - Storage and warehousing services
- 72000000 - IT services: consulting, software development, Internet and support
- 79520000 - Reprographic services
- 79999100 - Scanning services
- 92512000 - Archive services

II.2.3) Place of performance

NUTS codes

- UKI45 - Lambeth

II.2.4) Description of the procurement

This programme will provide a single, council-wide, digital solution enabling us to store, access and retrieve the records we value safely and securely. What this means is knowing where our data is and how to access it on demand, improving our efficiency and the experience for the council, citizens, and communities. We will achieve this through digitising existing records and aligning existing digital data to a common standard across all council departments, enabling automatic retention and processing of records. By adopting a sustainable digital infrastructure, we will build the foundation for future improvements.

This Tender is for the Scanning and digitisation of the Physical records, creation of a digital database, retrieval software and destruction of most of the records once scanned. Some

physical records are required post scanning, e.g. Registrars records.

Given the large volume of activity at the beginning of the contract, co-ordinating the transfer of the physical records from the incumbent supplier, the digitisation of those records (estimated 40million pages) and set up of the Digital Records Solution - it is anticipated the vast majority of expenditure (86%) of the estimated contract costs for the scheduled 8-year contract term will be incurred within the first 12-18 months of the contract.

The contract duration is a maximum 8-year term, with provision for early termination from the end of the second year, where it is anticipated the digitisation process of existing physical records would have been completed.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £6,980,000

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

96

This contract is subject to renewal

Yes

Description of renewals

The contract duration is a maximum 8-year term commencing 1 August 2023, with provision for early termination from the end of the second year, where it is anticipated the digitisation process of existing physical records would have been completed.

II.2.9) Information about the limits on the number of candidates to be invited

Envisaged number of candidates: 6

Objective criteria for choosing the limited number of candidates:

Potential Providers are asked to submit a response electronically to the Standard Selection Questionnaire (SSQ) and the associated supplementary Project Specific Questions through EU Supply, ensuring all the questions are answered.

The Council will evaluate only those Standard Selection Questionnaire submissions made electronically through EU Supply.

The Council has included Supplementary Project Specific Questions and determined threshold criteria which must be met in order for potential Suppliers to be shortlisted. The Council will only select potential Suppliers for shortlisting if they meet the required threshold requirements (pass/fail) of the SSQ Project Specific questions. It is proposed a maximum of 6 (highest scoring) Suppliers will be shortlisted to the next stage. All Potential Suppliers will be notified of their success or otherwise before moving onto the next stage.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section III. Legal, economic, financial and technical information

III.1) Conditions for participation

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

3 March 2023

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

The Royal Court of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

The Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Cabinet Office

70 White Hall

London

SW1 2AS

Country

United Kingdom