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Award

## **Electronic Document Records Management System Support and Maintenance**

West Lothian Council

F15: Voluntary ex ante transparency notice

Notice identifier: 2022/S 000-005496

Procurement identifier (OCID): ocds-h6vhtk-031c14

Published 1 March 2022, 8:49am

### **Section I: Contracting authority/entity**

#### **I.1) Name and addresses**

West Lothian Council

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

#### **Contact**

Anita Bainbridge

#### **Email**

[anita.bainbridge@westlothian.gov.uk](mailto:anita.bainbridge@westlothian.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM78 - West Lothian

**Internet address(es)**

Main address

<https://www.westlothian.gov.uk/>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00140](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00140)

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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**Section II: Object**

**II.1) Scope of the procurement**

**II.1.1) Title**

Electronic Document Records Management System Support and Maintenance

Reference number

CC11756

**II.1.2) Main CPV code**

- 72000000 - IT services: consulting, software development, Internet and support

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

Provision of EDRMS and platform for sharing documents securely.

### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £450,000

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 72212100 - Industry specific software development services
- 72212311 - Document management software development services
- 72512000 - Document management services

### **II.2.3) Place of performance**

NUTS codes

- UKM78 - West Lothian

### **II.2.4) Description of the procurement**

Continued support and maintenance of Electronic Document Records Management System and a secure platform for sharing documents externally.

### **II.2.5) Award criteria**

Quality criterion - Name: Not Applicable / Weighting: 0

Price - Weighting: 100

### **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

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

The council currently uses Objective ECM as its primary electronic document records management system (EDRMS) and Objective Connect is a platform for sharing document securely with EDRMS, to ensure the council complies with Public Records (Scotland) Act 2011.

Objective is used by every service across the council to ensure all records are secured, audited and appropriate data retention schedules are put in place. Objective Connect enables government organisations to securely create Workspaces with external partner organisations. In addition, further development of the system during the current period has seen the introduction of workflows within the system to automate document flow processes and reduce manual or paper-based activities. As the council have invested in the system, a continuation of the contracts are required.

Regulation 33 (b)(ii) of the Public Contracts (Scotland) Regulations 2015 allows a contracting authority to make a direct award of a public contract following a negotiated procedure without prior publication where competition is absent for technical reasons. Objective ECM and Objective Connect are proprietary products of Objective Corporation Limited.

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

The procurement is covered by the Government Procurement Agreement: Yes

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## **Section V. Award of contract/concession**

### **Contract No**

CC11756

A contract/lot is awarded: Yes

### **V.2) Award of contract/concession**

#### **V.2.1) Date of conclusion of the contract**

22 February 2022

#### **V.2.2) Information about tenders**

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor/concessionaire**

Objective Corporation UK Limited

St. Cloud Gate, St. Cloud Way

Maidenhead

SL6 8XD

Country

United Kingdom

NUTS code

- UKJ11 - Berkshire

The contractor/concessionaire is an SME

Yes

#### **V.2.4) Information on value of contract/lot/concession (excluding VAT)**

Total value of the contract/lot/concession: £450,000

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## **Section VI. Complementary information**

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=685040](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=685040).

(SC Ref:685040)

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Livingston Sheriff Court and Justice of the Peace Court

West Lothian Civic Centre, Howden South Road

Livingston

EH54 6FF

Country

United Kingdom

Internet address

<https://www.scotcourts.gov.uk/the-courts/court-locations/livingston-sheriff-court-and-justice-of-the-peace-court>