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Award

## **TD1966 - Provision of Records Office Services for Derby City Council**

Derby City Council

F15: Voluntary ex ante transparency notice

Notice identifier: 2023/S 000-006082

Procurement identifier (OCID): ocids-h6vhtk-03ad6e

Published 2 March 2023, 8:48am

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

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

Derby City Council

Corporation Street

Derby

DE12FS

#### **Contact**

Sam Black

#### **Email**

[procurement@derby.gov.uk](mailto:procurement@derby.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKF11 - Derby

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

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

**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**

TD1966 - Provision of Records Office Services for Derby City Council

Reference number

TD1966

**II.1.2) Main CPV code**

- 48000000 - Software package and information systems

**II.1.3) Type of contract**

Supplies

**II.1.4) Short description**

Professional care of Derby's records, including acquisition, storage, preservation, conservation, cataloguing and enabling public access

### **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: £695,194

## **II.2) Description**

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

NUTS codes

- UKF11 - Derby

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

Professional care of Derby's records, including acquisition, storage, preservation, conservation, cataloguing and enabling public access.

Enables Derby City Council to comply with the requirements of the Local Government Act 1972 s.224, by making proper arrangements for its records.

Also enables Derby to comply with the Public Records Act 1958, and the Law of Property Act 1922, by ensuring that public records and manorial documents relating to Derby are held in a suitably appointed repository.

Service Provider will:

- Provide a professional archive service to the City of Derby and County of Derbyshire
- Comply with the standards for appointed 'Places of Deposit' as set out by the National Archives.
- Comply with the National Archives' Archive Service Accreditation Standard and retain its 'Accredited Archive' status.
- Inform Derby City Council of any change of status following inspection or assessment by the National Archives.

Record sets include but not limited to:

- Public records defined under the Public Records Act 1958, including magistrates court, coroners court, health and hospital records, and records of nationalised industries

- Manorial records which are or should be recorded on the Manorial Documents Register
- Tithe records
- Church of England parish records for parishes within the boundaries of the City of Derby
- Records of local authority bodies within the boundaries of Derby, particularly Derby City Council and its predecessors
- Records of people and families who reside in Derby, or whose primary residence is in Derby
- Records of businesses established in Derby, or where their head office is located in Derby
- Records of other organisations based in Derby, including Derby branches of national organisations

#### **II.2.11) Information about options**

Options: Yes

Description of options

Contract term is four years with an option to extend for a further year.

#### **II.2.14) Additional information**

Award of a contract without prior publication of a call for competition as the requirements falls outside the scope of application of the directive. The Council will observe a 10 day standstill period which will end at 00:00 on 12/03/2023.

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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:

Award of a contract without prior publication of a call for competition in OJEU, as the procurement falls outside the scope of application of the directive. The council is proposing to contract with Derbyshire Record Office (Derbyshire County Council) as the existing institution holding and caring for Derby's records. This has previously been carried out under an inter-authority agreement and as such Derbyshire CC are the only provider able to support this work.

The negotiated procedure without prior publication is being used and is justified under Regulation 32(2)(b) (ii) of the Public Contracts Regulations 2015 for the award of a public services contract. The services can only be carried out by a particular economic operator because competition is absent for technical reasons. A change of supplier cannot be made for technical reasons such as requirements of interchangeability or interoperability with existing equipment, services or installations procured under the initial contract.

#### 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

TD1966

### Title

TD1966 - Provision of Records Office Services for Derby City Council

A contract/lot is awarded: Yes

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

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

1 March 2023

### **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**

Derbyshire County Council

Derbyshire

Country

United Kingdom

NUTS code

- UKF11 - Derby

Justification for not providing organisation identifier

Not on any register

The contractor/concessionaire is an SME

No

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

Initial estimated total value of the contract/lot/concession: £695,194

Total value of the contract/lot/concession: £695,194

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## **Section VI. Complementary information**

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

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

Derby City Council

The Council House, Corporation Street, Derby

Derby

DE12FS

Country

United Kingdom

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Award of a contract without prior publication of a call for competition as the requirements falls outside the scope of application of the directive. The Council will observe a 10 day standstill period which will end at 00:00 on 12/03/2023.