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Planning

## **Archiving and Records Management Commercial Partnership Agreement for the operation and management of the National Nuclear Archive. Nuclear Decommissioning Authority (NDA), on behalf of NDA Archives L**

Nuclear Decommissioning Authority

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-009109

Procurement identifier (OCID): ocds-h6vhtk-03b6f0

Published 29 March 2023, 11:36am

### **Section I: Contracting authority**

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

Nuclear Decommissioning Authority

Herdus House Westlakes Science and Technology Park Moor Row

Cumbria

CA24 3HU

#### **Contact**

Madeline Jones

#### **Email**

[madeline.jones@nda.gov.uk](mailto:madeline.jones@nda.gov.uk)

**Telephone**

+44 1925802875

**Country**

United Kingdom

**Region code**

UK - United Kingdom

**National registration number**

N/A

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/nuclear-decommissioning-authority>

Buyer's address

<https://www.gov.uk/government/organisations/nuclear-decommissioning-authority>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Body governed by public law

**I.5) Main activity**

Other activity

Nuclear

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## **Section II: Object**

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

#### **II.1.1) Title**

Archiving and Records Management Commercial Partnership Agreement for the operation and management of the National Nuclear Archive. Nuclear Decommissioning Authority (NDA), on behalf of NDA Archives L

#### **II.1.2) Main CPV code**

- 92512000 - Archive services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

CALL FOR COMPETITION

Archiving and Records Management Commercial Partnership Agreement for the operation and management of the National Nuclear Archive. Nuclear Decommissioning Authority (NDA), on behalf of NDA Archives Limited (NDAAL), invite interested parties to participate in a market engagement conference call which will be held on the 18th April 2023. This requirement is a call for competition (SSQ) for the procurement of a replacement Commercial Partnership Agreement. The services of the Commercial Partnership Agreement may include but not be limited to: archiving and records management, project services, facilities management (FM) and building management, security and management of the overall programme of works.

#### **II.1.5) Estimated total value**

Value excluding VAT: £66,000,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 92512100 - Archive destruction services

- 79710000 - Security services
- 92512000 - Archive services
- 79993000 - Building and facilities management services
- 79410000 - Business and management consultancy services
- 79995200 - Cataloguing services
- 79999100 - Scanning services
- 79994000 - Contract administration services
- 79342300 - Customer services
- 79993100 - Facilities management services
- 60100000 - Road transport services
- 72512000 - Document management services
- 92510000 - Library and archive services
- 79421000 - Project-management services other than for construction work
- 79131000 - Documentation services
- 90710000 - Environmental management
- 79520000 - Reprographic services
- 72253000 - Helpdesk and support services
- 92512000 - Archive services

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

NUTS codes

- UK - United Kingdom

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

CALL FOR COMPETITION SSQ stage 1

Archiving and Records Management Commercial Partnership Agreement for the operation and management of the National Nuclear Archive. Nuclear Decommissioning Authority (NDA), on behalf of NDA Archives Limited (NDAAL), invite interested parties to participate in a market engagement conference call for the requirement of a replacement

Commercial Partnership Agreement. The services of the Commercial Partnership Agreement may include but not be limited to: onsite archiving and records management, project services, facilities management (FM) and building management, security and management of the overall programme of works.

Throughout its history, the nuclear industry in the UK has created vast quantities of records. The NDAAL and all the nuclear sites that it owns and manages, continue to do so.

As nuclear decommissioning in the UK is funded by the taxpayer, the vast bulk of these records is owned by the public, which makes them public records and confers on NDA and the organisations in the NDA group an obligation to manage them in accordance with the Public Records Act. The Act includes strict rules for retention and care.

After many years of planning, in 2015 NDA created NDA Archives Ltd whose task it was to collect, inventorise and manage the records of the civil nuclear industry, using a new, purpose-built archive facility: “Nucleus, the Nuclear and Caithness Archives”, located in Wick, Caithness. Its purpose is not only compliance with the Public Records Act, but also to play a leading role in dealing with the technical and logistical challenges faced by NDA. The Caithness Archive is collocated with the NDA archive in Nucleus.

A “rules and tools” workstream was set up to define the legal and statutory requirements, and to deliver the tools needed to enable compliance. An NDA Records Retention Database has been created, and IMP06 “Managing NDA Information – Requirements” was published. This workstream is part of a wider programme that deals also with digital preservation, intellectual property and copyright issues.

The work of NDAAL has been outsourced under a Commercial Partnership Agreement, with a term of 5 with options to extend for 2 subsequent years. The scope of the Agreement comprises:

- Operation of “Nucleus” (both the nuclear and the Caithness archives) with a permanent workforce to receive records from organisations in the NDA group, carry out records and archive management tasks, and provide access to NDA records to End Users and the public
- FM and building management
- Security (physical, personnel, information)
- A programme of gathering, sifting, cataloguing, storing and maintaining all inactive records in the NDA estate. Over a quarter of a million boxes of records have been identified for processing.

This procurement project will ensure the continued operation of Nucleus, with an enhanced role for the new Commercial Partner.

The duration of the new contract is likely to be 5 years with options to extend for 2 subsequent years.

Feedback and input are sought from the market to: develop greater understanding on the market and the factors affecting it, understand interest in this opportunity, and affirm the sourcing strategy

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

The NDA shall host an engagement event on 18th April 2023  
9.30am-12.30pm. Via Teams

The event will be via a Microsoft teams conference. Suppliers should nominate no more than two representatives to attend. The presentation from the pre-market day will be uploaded to the ITT alongside the Q & A from the engagement event.

### **II.3) Estimated date of publication of contract notice**

29 March 2023

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## **Section IV. Procedure**

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

#### **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 VI. Complementary information

### VI.3) Additional information

To register an interest please sign into Atamis our e-sourcing portal - <https://onenda.force.com/s/Welcome> by 17th April 2023 by 12 noon

Additional CPV codes:

79993000-1 Building and facilities management services  
79410000-1 Business and management consultancy services  
79995200-7 Cataloguing services  
79994000-8 Contract administration services  
79342300-6 Customer services  
72512000-7 Document management services  
79131000-1 Documentation services  
90710000-7 Environmental management  
79993100-2 Facilities management services  
72253000-3 Helpdesk and support services  
92510000-9 Library and archive services  
79421000-1 Project-management services other than for construction work  
79520000-5 Reprographic services  
60100000-9 Road transport services  
79999100-4 Scanning services  
79710000-4 Security services  
92512100-4 Archive destruction services