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Tender

## **Provision of Records Management & Archiving, Security and Facilities Management**

Nuclear Decommissioning Authority

F02: Contract notice

Notice identifier: 2023/S 000-009144

Procurement identifier (OCID): ocds-h6vhtk-03b70a

Published 29 March 2023, 1:09pm

### **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**

Maddie 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**

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

<https://onenda.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://onenda.force.com/s/Welcome>

Tenders or requests to participate must be submitted to 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**

Provision of Records Management & Archiving, Security and Facilities Management

Reference number

C12597

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

- 92512000 - Archive services

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

Services

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

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
- 79993000 - Building and facilities management services
- 79410000 - Business and management consultancy services
- 79995200 - Cataloguing services
- 72253000 - Helpdesk and support services
- 92510000 - Library and archive services
- 79999100 - Scanning services
- 79994000 - Contract administration services
- 79421000 - Project-management services other than for construction work
- 79342300 - Customer services
- 72512000 - Document management services
- 79131000 - Documentation services
- 90710000 - Environmental management
- 60100000 - Road transport services
- 79993100 - Facilities management services
- 79520000 - Reprographic services
- 79710000 - Security 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.2.5) 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: £66,000,000

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

Start date

1 July 2024

End date

30 June 2031

This contract is subject to renewal

No

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

Envisaged minimum number: 3

Maximum number: 5

### **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

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

To register an interest in attending the Pre Market day please register your interest in the procurement by 17th April 2023 by signing into e-sourcing portal -

<https://onenda.force.com/s/Welcome>

Any SSQ submissions will also need to be submitted via the e-sourcing portal - <https://onenda.force.com/s/Welcome>

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## **Section IV. Procedure**

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

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

Competitive procedure with negotiation

#### **IV.1.4) Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated

#### **IV.1.5) Information about negotiation**

The contracting authority reserves the right to award the contract on the basis of the initial tenders without conducting negotiations

#### **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

9 May 2023

Local time

11:00am

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

English

**IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 31 October 2023

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**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**

Nuclear Decommissioning Authority

Herdus House Westlakes Science and Technology Park Moor Row

Cumbria

CA24 3HU

Country

United Kingdom

Internet address

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



#### **VI.4.2) Body responsible for mediation procedures**

Nuclear Decommissioning Authority

Herdus House Westlakes Science and Technology Park Moor Row

Cumbria

CA24 3HU

Country

United Kingdom

Internet address

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