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Planning

Wales Consortium Digital Preservation System

Cardiff Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-011476

Procurement identifier (OCID): ocds-h6vhtk-0450b6

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Section I: Contracting authority

I.1) Name and addresses

Cardiff Council

County Hall, Atlantic Wharf

Cardiff

CF10 4UW

Email

corporateframeworks@cardiff.gov.uk

Telephone

+44 2920873732

Country

United Kingdom

NUTS code

UKL22 - Cardiff and Vale of Glamorgan

Internet address(es)

Main address

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

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0422

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://supplierlive.proactisp2p.com/Account/Login>

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

Wales Consortium Digital Preservation System

II.1.2) Main CPV code

- 72222300 - Information technology services

II.1.3) Type of contract

Services

II.1.4) Short description

Glamorgan Archives (part of Cardiff Council) is the lead partner for the Wales-wide consortium seeking to procure an active digital preservation system that mitigates risks to digital information requiring long-term or permanent preservation (both born-digital and digitised information).

II.1.5) Estimated total value

Value excluding VAT: £300,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 48000000 - Software package and information systems
- 72222300 - Information technology services
- 92512000 - Archive services
- 92500000 - Library, archives, museums and other cultural services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

Archive services of:

Glamorgan

Gwent

West Glamorgan

Cardiff University

Swansea University

University of Wales Trinity St Davids

North East Wales (Denbighshire and Flintshire)

II.2.4) Description of the procurement

1.1 Digital preservation refers to the series of managed activities necessary to ensure continued access to digital materials for as long as necessary, beyond the limits of media failure or technological and organisational change. [Digital Preservation Coalition Handbook: Glossary]. Digital Preservation is not the same as Electronic Document Records Management and cannot be managed by an EDRMS.

1.2 Glamorgan Archives (part of Cardiff Council) is the lead partner for the Wales-wide consortium seeking to procure an active digital preservation system that mitigates risks to digital information requiring long-term or permanent preservation (both born-digital and digitised information).

1.3 The wider consortium is made up of members of Archives and Records Council Wales (ARCW), and includes all of the local authority archive services in Wales (numbering thirteen), along with a number of university archive services (numbering five). The Consortium is being supported by Welsh Government with funding for the first year of the implementation of a digital preservation system for Wales. A full list of all partners is available at Appendix 1.

1.4 Not all of the consortium partners are in a position to proceed with the implementation of a system at present, but it is expected that they will join in when they are ready. Therefore the list of services who are in a position to proceed is currently:

- Glamorgan Archives (lead)
- Gwent Archives
- West Glamorgan Archive Service
- Cardiff University Special Collections and Archives
- Swansea University Cultural Collections
- University of Wales Trinity St. David's Special Collections and Archives
- Conwy Archives
- North East Wales Archives (a joint service between Denbighshire and Flintshire)

1.5 Members of Archives and Records Council Wales has been working together for over a decade on possible solutions for digital preservation and this has laid a number of the foundations for the implementation of a system, such as policy, workflow, principles, dedicated PCs and some training, etc. The partners have drawn up a wide-reaching business case that explains the reasons behind the need for such a system as well as an options appraisal outlining the best course of action.

1.6 Following on from that options appraisal it was decided to work together in a consortium that all public archives in Wales were invited to join, in order to procure a trusted active digital repository solution with separate tenancies of the software for each archive service. This option ensures data security for each partner (as all partners would manage access to their own instance of the system), whilst allowing for the services to work together for mutual support and knowledge sharing, as well as putting in place a cost-effective solution for all partners. In addition, a single procurement exercise will remove duplication of effort across all bodies. It was also agreed that this option would prove the most sustainable, both financially and practically, for all archive services in Wales.

1.7 Despite some differences between the local authority archive services and university archive services, they all have some core functional requirements that they share:

- The need to acquire and preserve digital records from a range of third-party organisations and individuals;
- The requirement to ensure that the records are placed in a trusted digital repository for legal, evidential and authenticity reasons;
- The need to manage highly sensitive information;

- The need for public access to those records to be provided and/or maintained (where appropriate);
- The need to demonstrate compliance with sector standards;
- The need to ensure the seamless transfer of digital records from their parent bodies, including from legacy systems and extracting records from third-party systems such as Microsoft Sharepoint or other record-keeping databases.

II.2.14) Additional information

Please see attached Scope of Requirement for further details

II.3) Estimated date of publication of contract notice

14 May 2024

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

Section VI. Complementary information

VI.3) Additional information

2.1 Whilst this procurement exercise is being conducted as a Consortium, each archive service requires a separate instance of the digital preservation system, and each archive service will have its own discrete financial relationship with the supplier after the first year.

2.2 Each archive service will likely have different storage requirements – starting from 1TB minimum.

2.3 Each archive service requires the ability to have multiple concurrent users.

2.4 Each archive service requires direct system support without having to go through the lead partner.

2.5 Whilst the current requirement is for nine systems, it is expected that other archive services will join the Consortium in due course and so any system should allow for extra partners to join in as and when they can.

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=140562.

(WA Ref:140562)