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Tender

## **Creation of Transcriptions (Electronic Indexes) of the Historic 1921 Scotland's Census Handwritten Records**

National Records of Scotland

F02: Contract notice

Notice identifier: 2021/S 000-017926

Procurement identifier (OCID): ocds-h6vhtk-029a5c

Published 28 July 2021, 1:44pm

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

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

National Records of Scotland

Ladywell House, Ladywell Road

Edinburgh

EH12 7TF

#### **Contact**

Simon McLean

#### **Email**

[simon.mclean@nrscotland.gov.uk](mailto:simon.mclean@nrscotland.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.nrscotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00474](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

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

Body governed by public law

**I.5) Main activity**

General public services

## **Section II: Object**

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

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

Creation of Transcriptions (Electronic Indexes) of the Historic 1921 Scotland's Census Handwritten Records

Reference number

17/06/07

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

- 72312100 - Data preparation services

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

Services

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

The Creation of Transcriptions (Electronic Indexes) of the Historic 1921 Scotland's Census Handwritten Records.

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

This contract is divided into lots: No

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

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

- 72312100 - Data preparation services
- 72313000 - Data capture services

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

NUTS codes

- UKM - Scotland
- UKM75 - Edinburgh, City of

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

National Records of Scotland are seeking to appoint a Service Provider to:

- a) Deliver transcription of the 1921 Census images.
- b) Deliver a quality assurance methodology to ensure the transcription meets NRS required level of accuracy (accuracy level of the data transcribed is required to be at least 98%. This means that a minimum of 98% of the characters captured into the final version of the dataset accurately match the handwritten characters on the images).
- c) Provide ICT infrastructure (software, hardware, and database for storing images and transcribed data to facilitate the transcription and quality assurance).
- d) Ensure a sufficient level of security is applied to ensure project material is protected from accidental or deliberate loss, theft or damage. and
- f) Deliver management arrangements to deliver these requirements.

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

Quality criterion - Name: Planning and Project Delivery / Weighting: 20

Quality criterion - Name: Operational and Quality Assurance / Weighting: 35

Quality criterion - Name: Technology / Weighting: 10

Quality criterion - Name: Security Requirements / Weighting: 25

Quality criterion - Name: Data Protection / Weighting: 10

Price - Weighting: 25

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Two optional six months extensions at the sole discretion of the Purchaser.

#### **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

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

Relevant selection criteria is included in the SPD Scotland module.

##### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Relevant selection criteria is included in the SPD Scotland module.

#### **III.2) Conditions related to the contract**

##### **III.2.2) Contract performance conditions**

Contract performance conditions are fully detailed within the Invitation to Tender documents.

##### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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### **Section IV. Procedure**

## **IV.1) Description**

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

Open procedure

### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-004843](#)

### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

27 August 2021

Local time

12:00pm

### **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: 25 November 2021

### **IV.2.7) Conditions for opening of tenders**

Date

27 August 2021

Local time

12:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2030/2031

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

SPD will be scored on a pass/fail basis.

Question scoring methodology for Award Criteria outlined in Invitation to Tender:

0 - Unacceptable - Nil or inadequate response. Fails to demonstrate an ability to meet the requirement.

1 - Poor - Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/limited detail or explanation to demonstrate how the requirement will be fulfilled.

2 - Acceptable - Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.

3 - Good - Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.

4 - Excellent - Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

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=660585](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=660585).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:660585)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=660585](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=660585)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court

27 Chambers Street

Edinburgh

EH11LB

Country

United Kingdom