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Planning

Archiving and Records Management Commercial Partnership Agreement for the operation and management of the National Nuclear Archive

NDA Archives Ltd

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-022453

Procurement identifier (OCID): ocds-h6vhtk-02df24

Published 9 September 2021, 5:12pm

Section I: Contracting authority

I.1) Name and addresses

NDA Archives Ltd

Herdus House

Moor Row, Westlakes Science and Technology Park

CA24 3HU

Contact

Emma Griffiths

Email

emma.griffiths@nda.gov.uk

Telephone

+44 1925803019

Country

United Kingdom

NUTS code

UK - United Kingdom

National registration number

N/A

Internet address(es)

Main address

<https://nda.gov.uk>

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

https://sharedsystems.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=14038&B=SELLAFIELD

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 Decommissioning

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

Reference number

EG Archive.09.09.2021

II.1.2) Main CPV code

- 79996100 - Records management

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 exercise to explore 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: £72,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 60100000 - Road transport services
- 72253000 - Helpdesk and support services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79342300 - Customer services
- 79410000 - Business and management consultancy services
- 79421000 - Project-management services other than for construction work
- 79520000 - Reprographic services
- 79710000 - Security services
- 79993000 - Building and facilities management services
- 79993100 - Facilities management services
- 79994000 - Contract administration services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79999100 - Scanning services
- 90710000 - Environmental management
- 92510000 - Library and archive services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

Main site or place of performance

Moor Row

II.2.4) Description of the procurement

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 exercise to explore the procurement 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 colocated 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+1+1 years (ending 30th June 2022). 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 from 1st July 2022, 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 27th Sept 2021 10:30am-12:00 noon. To register please email emma.griffiths@nda.gov.uk by 17:00 Thursday 23rd Sept 2021. 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

17 January 2022

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

The contracting authority is purchasing on behalf of other contracting authorities, including but not limited to:

Nuclear Decommissioning Authority including all current and future subsidiaries.

Herdus House

Westlakes Science & Technology Park

Moor Row

Cumbria

CA24 3HU

Dounreay Site Restoration Ltd

Building D2003, Dounreay, Caithness

KW14 7TZ Thurso

UNITED KINGDOM

The Highland Council

Glenurquhart Road

IV3 5NX Inverness

UNITED KINGDOM

Magnox Limited

Berkeley Centre

GL13 9PB Berkeley, Gloucestershire

UNITED KINGDOM

Sellafield Limited

Booths Park, Chelford Road, Cheshire

WA16 8QZ Knutsford

UNITED KINGDOM

LLW Repository Ltd

Pelham House, Cumbria

CA20 1DB Calderbridge

UNITED KINGDOM

Springfield Fuels Ltd

Westinghouse, Springfields, Salwick

PR4 0XJ Preston

UNITED KINGDOM