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Tender

Heritage Hub Project

Historic Environment Scotland

F02: Contract notice

Notice identifier: 2021/S 000-023269

Procurement identifier (OCID): ocds-h6vhtk-02d107

Published 20 September 2021, 8:55am

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Iain Johnston

Email

procurement@hes.scot

Telephone

+44 1316688866

Fax

+44 1316688877

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

www.publiccontractsscotland.gov.uk

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Conservation, Heritage and Tourism

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Heritage Hub Project

Reference number

HES/C/4110

II.1.2) Main CPV code

- 72222300 - Information technology services

II.1.3) Type of contract

Services

II.1.4) Short description

The Heritage Hub project seeks to maximise the value of our information for our internal and external users. Heritage Hub is not simply a technology solution. We are looking to transform the way our people, customers and citizens access the myriad of data sets we have available and to transform how people access HES digitally. We are looking for a partner who will help us develop this enhanced experience and implement the technology to support Heritage Hub. Access to our data is spread across a large number of sites and hosted in a number of back-end systems making it difficult to find all that we hold on any given historic place or subject. The data we hold is not easily searched from any single location, and it is difficult to search and navigate, with the same place or subject often called different names. Heritage Hub will be a user-centred project, focusing on joining and presenting all of our information in one place, in a way that is easy to use. The Digital Experience Platform will allow us to bring many of our services together, increase access and provide users (internal and external) an end-to-end journey in one place. It is not expected that these back-end systems will be replaced within the scope of this work

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 72222300 - Information technology services

II.2.3) Place of performance

NUTS codes

- UKM75 - Edinburgh, City of

II.2.4) Description of the procurement

The Heritage Hub Project seeks to maximise the value of information for our internal and external users. Extensive research has found that our users love our information but often struggle to find and understand it. Access to our data is spread across a large number of sites and hosted in a number of back-end systems making it difficult to find all that we hold on any given historic place or subject. The data we hold is not easily searched from any single location, and it is difficult to search and navigate, with the same place or subject often called different names. Heritage Hub will be a user-centred project, focusing on joining and presenting all of our information in one place, in a way that is easy to use. The Digital Experience Platform will allow us to bring many of our services together, increase access and provide users (internal and external) an end-to-end journey in one place. It is not expected that these back-end systems will be replaced within the scope of this work.

Heritage Hub is not simply a technology solution. We are looking to transform the way our people, customers and citizens access the myriad of data sets we have available and to transform how people access HES digitally. We are looking for a partner who will help us develop this enhanced experience and implement the technology to support Heritage Hub.

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

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: 5

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

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

HES use Scotbis, an independent provider of business credit reports, to assess the financial standing of tenderers. The overall aim of this assessment is to ensure, as far as possible, that any potential Supplier will not have financial difficulties that endanger their ability to perform the Contract. If financial information cannot be gained from that source Historic Environment Scotland will request that you provide full audited accounts for the last full financial year. If Suppliers cannot provide any of the assurances as detailed above, and it is determined by HES that your financial strength is not adequate, then your company may not pass the financial evaluation. If you can provide the assurances as detailed above, HES may explore these options with you before determining whether your company can be taken forward in this procurement exercise. Bank details may also be sought to support the above.

Minimum level(s) of standards possibly required

It is a requirement of this contract that tenderers hold, or can commit to obtain, prior to the commencement of any subsequently awarded contract, the types and levels of insurance indicated below:

Professional Risk Indemnity Insurance - GDP 3 Million

Employers (compulsory) Liability Insurance - GDP 5 Million

Public Liability Insurance - GDP 5 Million

III.1.3) Technical and professional ability

List and brief description of selection criteria

Bidders will be required to provide examples that demonstrate they have the relevant experience to deliver all the requirements as describe in this notice and tender documents.

Examples as a minimum must include the following information:

Business (30% score) - The core of Heritage Hub is to consume data from multiple sources and present it in a way that works for our users. Demonstrate how you would go about undertaking this task, and provide examples websites where you have done

something similar?

Technology (30% Score)- Heritage Hub will look to deliver a website on a modern digital platform underpinned by business data sources. Can you provide practical examples and experience of the technical challenges - particularly around data – in this type of scenario and the approaches you took to achieve outcomes?

Support (20% Score) - Demonstrate your experience and ability to support a service outside office hours (Monday to Friday 8:00 to 18:00).

Information Governance (20% score) - Information Governance (Information Security, Data Protection and Records Management) is a key requirement for HES. Can you demonstrate your experience of both the Information / Cyber Security standards and certificates that your organisation and people hold and maintain, and separately, examples of how you have developed systems and delivered similar projects that had to meet Information Governance requirements such as complying with the GDPR, Public Records Scotland Act, Cyber Essentials Plus, PCI-DSS or any other standards you feel are relevant to share

Relevant Experience/Examples to be submitted on a separate document (no limit on words or pages). Each question will be scored as follows: Business 30%, Technology 30%, Support 20% and Information Governance 20%.

III.2) Conditions related to the contract

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted 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 000-018841](#)

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

Date

19 October 2021

Local time

12:00pm

IV.2.3) Estimated date of dispatch of invitations to tender or to participate to selected candidates

11 November 2021

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

Duration in months: 3 (from the date stated for receipt of tender)

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

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=667615.

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.

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:667615)

Download the ESPD document here:

https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=667615

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court & Justice of the Peace Court

Sheriff Clerks Office, 27 Chambers Street

Edinburgh

EH1 1LB

Country

United Kingdom

