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Award

## **Library Archives Services: Collection reconfiguration, storage and retrieval**

UNIVERSITY OF EAST ANGLIA

F15: Voluntary ex ante transparency notice

Notice identifier: 2024/S 000-025087

Procurement identifier (OCID): ocids-h6vhtk-04890c

Published 8 August 2024, 3:45pm

### **Section I: Contracting authority/entity**

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

UNIVERSITY OF EAST ANGLIA

Norwich Research Park, Earlham Road

NORWICH

NR47TJ

#### **Contact**

Rob Bloomer

#### **Email**

[r.bloomer@uea.ac.uk](mailto:r.bloomer@uea.ac.uk)

#### **Country**

United Kingdom

#### **Region code**

UKH15 - Norwich and East Norfolk

**Companies House**

RC000651

**Internet address(es)**

Main address

[www.uea.ac.uk](http://www.uea.ac.uk)

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

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

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

**II.1.1) Title**

Library Archives Services: Collection reconfiguration, storage and retrieval

**II.1.2) Main CPV code**

- 92510000 - Library and archive services

**II.1.3) Type of contract**

Services

**II.1.4) Short description**

UEA Library intends to enter into a contract with Archive Vault in respect of the services described below. The proposed contract has a term of 5 years.

"Library and archives services: collection reconfiguration, storage and retrieval " is an expansion of an existing service used by UEA Library for its ongoing Library collections

reconfiguration project. The service is essential as it provides bespoke services that enable the Library to "right size" its physical collections and maximize the space available for study over a planned project timescale.

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

This contract is divided into lots: No

#### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £312,500

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

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

NUTS codes

- UKH15 - Norwich and East Norfolk

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

"Library and archive services" covers bespoke academic library collections cataloguing, classification, moving, storage, retrieval, scanning, archiving and disposal service and is the existing service used by UEA Library for its ongoing Library collections project. The contract involves the scaling up of the existing custom logistics solution based on existing bespoke workflows and bespoke software. The solution has been engineered to minimize disruption to library users whilst maximising the return on investment from having set up a bespoke solution in which all the above services are interrelated.

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

Price

#### **II.2.11) Information about options**

Options: No

## Section IV. Procedure

### IV.1) Description

#### IV.1.1) Type of procedure

Award of a contract without prior publication of a call for competition in the cases listed below

- The procurement falls outside the scope of application of the regulations

Explanation:

Award of a contract without prior publication of a call for competition in the cases listed Below:

32(2)(b) "where the works, supplies or services can be supplied only by a particular economic operator for any of the following reasons":-

- (ii) competition is absent for technical reasons

Explanation:

This award is lawful in accordance with the regulation 32(2)(b)(ii) because the competition is absent for technical reasons. UEA Library has used the bespoke services of Archive Vault since July 2018, and the system is an essential component of the Library's collection management infrastructure such that any splitting up of the services would have a detrimental effect on the day to day running of the Library's current and future services. Academic Libraries like UEA are increasingly using off site storage options for their collections. What makes this project more complex than simply off site storage is that UEA Library is also combining this off site storage move with a bespoke collections "right-sizing" project requiring selective de-accessioning, withdrawal and disposal of stock. This requires consultancy, specialist knowledge of the UEA collections, appropriately trained staff, the ability to keep track of stored and withdrawn materials, the ability to return or scan material in high demand, and adherence to ISO standards for quality and security.

At the present time it would be impossible for UEA Library to procure an alternative economic operator to provide this service as all the current and future stock needs to be managed using the same retrieval software under its bespoke configuration, otherwise the existing stored collections would have to be de-accessioned at great cost and re-catalogued to fit with another service providers cataloging schedules which are unlikely to be suitable for library specific stock. A change of service provider would dramatically increase the risks of stock loss and disruption of existing retrieval services would be high and the Library services could not cease for the duration of such a transfer of services.

This would also mean we were unable to keep to our project timescales.

The cataloguing of the UEA material is bespoke and has been devised through consultancy between UEA and Archive Vault. The current solution has also been devised to maximise the sustainability of the solution, ensuing a local company to keep transport costs as low as possible, and bespoke scanning services where possible to avoid unnecessary journeys. It is key that stability of provision is ensured over the next few years to allow proper consideration of the above mentioned aspects.

No other economic provider would be able to provide this bespoke service at this time and in the timeframes required.

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

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## **Section V. Award of contract/concession**

A contract/lot is awarded: Yes

### **V.2) Award of contract/concession**

#### **V.2.1) Date of conclusion of the contract**

1 August 2024

#### **V.2.2) Information about tenders**

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor/concessionaire**

Archive Vault Limited

Cooper House, Wendover Road, Rackheath

Norwich

NR13 6LH

Country

United Kingdom

NUTS code

- UKH15 - Norwich and East Norfolk

Companies House

05939594

The contractor/concessionaire is an SME

Yes

#### **V.2.4) Information on value of contract/lot/concession (excluding VAT)**

Total value of the contract/lot/concession: £312,500

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## **Section VI. Complementary information**

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

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

University of East Anglia

Earlham Road

Norwich

NR47TJ

Email

[procurement@uea.ac.uk](mailto:procurement@uea.ac.uk)

Country

United Kingdom