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Tender

## **The Historic 1911 Scotland's Census Handwritten Records And Data Enhancement**

University Of Edinburgh

F02: Contract notice

Notice identifier: 2024/S 000-031024

Procurement identifier (OCID): ocds-h6vhtk-04a3b9

Published 27 September 2024, 2:48pm

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

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

University Of Edinburgh

Charles Stewart House, 9-16 Chambers Street

Edinburgh

EH1 1HT

#### **Contact**

Sharron Gardiner

#### **Email**

[sgardiner@ed.ac.uk](mailto:sgardiner@ed.ac.uk)

#### **Telephone**

+44 1316502759

#### **Country**

United Kingdom

**NUTS code**

UKM75 - Edinburgh, City of

**Internet address(es)**

Main address

<http://www.ed.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00107](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00107)

**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://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

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://www.publictendersscotland.publiccontractsscotland.gov.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**

The Historic 1911 Scotland's Census Handwritten Records And Data Enhancement

Reference number

EC1011

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

- 72300000 - Data services

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

Services

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

The University of Edinburgh (UoE) Longitudinal Study Centre – Scotland (LSCS), has received funding from the UK Economic and Social Research Council (ESRC) to create a multidisciplinary research database from Scottish historical vital events records. This project is being delivered in collaboration with the Queen's University of Belfast (QUB), Centre for Data Digitisation and Analysis (CDDA). CDDA will provide project management with end-to-end support. The National Records of Scotland (NRS) are the record keeper and official source of demographic statistics.

UoE, in collaboration with CDDA will create and manage the UK secure infrastructure platform and will require full access (i.e., Administrator and user) to the successful supplier's Data Capture/Database Management Tool to ensure Quality Assurance and sign-off.

The 1911 Census was conducted under the Census Act (1910) which makes it a function of the Registrar General for Scotland, a role now undertaken by the Chief Executive of NRS.

University of Edinburgh wish to procure the transcription (digitisation) services to capture

full details of each individual included on each image (Census return) , transcription of the hand-written information from the digital images into a digital dataset. This will involve the successful supplier providing a project-specific Data Capture/Database Management Tool, which will need to be able to be housed on the supplied secure ICT Platform, within the UK. The designed database, raw images and exiting NRS indexes must be retained within this secure intranet infrastructure system. Transcription workflow will not be permitted to leave the supplied secure environment housed within the UK.

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

This contract is divided into lots: No

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

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

- 72300000 - Data services

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

NUTS codes

- UKM75 - Edinburgh, City of

Main site or place of performance

Supplier site. NUTS code is used for contracted address.

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

This is a Route 3 Open Regulated Procurement Project.

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

Quality criterion - Name: QUALITY / Weighting: 70

Price - Weighting: 30

#### **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

If required a short month to month range of extensions can be allowed, although this will be only to carry out exit management and will have no impact on price.

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

Date

25 October 2024

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**

Duration in months: 6 (from the date stated for receipt of tender)

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

Date

25 October 2024

Local time

12:00pm

Place

Edinburgh

Information about authorised persons and opening procedure

Sharron Gardiner - Procurement Manager

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## **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**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 26935.  
For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:779131)

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

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

Edinburgh Sheriff Court and Justice of the Peace Court Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scotscourt.gov.uk](mailto:edinburgh@scotscourt.gov.uk)

Country

United Kingdom

#### **VI.4.2) Body responsible for mediation procedures**

Edinburgh Sheriff Court and Justice of the Peace Court Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scotscourt.gov.uk](mailto:edinburgh@scotscourt.gov.uk)

Country

United Kingdom

**VI.4.4) Service from which information about the review procedure may be obtained**

Edinburgh Sheriff Court and Justice of the Peace Court Sheriff Court House

27 Chambers Street

Edinburgh

EH1 1LB

Email

[edinburgh@scotscourt.gov.uk](mailto:edinburgh@scotscourt.gov.uk)

Country

United Kingdom