

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/038855-2024>

Planning

## **Provision of Record Management Software**

Scottish Courts and Tribunals Service

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-038855

Procurement identifier (OCID): ocds-h6vhtk-04c1b4

Published 3 December 2024, 9:56am

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

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

Scottish Courts and Tribunals Service

Saughton House, Broomhouse Drive

Edinburgh

EH11 3XD

#### **Contact**

Louise Allen

#### **Email**

[lallen@scotcourts.gov.uk](mailto:lallen@scotcourts.gov.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

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

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00396](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00396)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

National or federal Agency/Office

**I.5) Main activity**

General public services

---

**Section II: Object**

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

**II.1.1) Title**

Provision of Record Management Software

Reference number

SCTS-2024-131

**II.1.2) Main CPV code**

- 79996100 - Records management

**II.1.3) Type of contract**

Services

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

The Scottish Courts and Tribunal Service (SCTS) is seeking information from relevant organisations regarding the provision of a third party application to carry out compliant governance in adherence to the Public Records (Scotland) Act 2011. SCTS plan to run a tender exercise in early-mid 2025 to procure this application. The purpose of the Prior Information Notice and this Request for Information is to gain market intelligence which will help to inform the specification and route to market for the upcoming tender exercise.

SCTS require the application to conduct automatic classification by content of records maintained in SCTS' systems of record and paper records. SCTS is seeking a solution that would use a high degree of AI-based automation to automatically classify the records held in SCTS systems with a high degree of confidence and then apply the retention for those records based on the classification. This is a retention system based on 'Content not container'.

SCTS also require the solution to be able to keep logs persistently and create metadata disposal stubs. The high level requirements of the system are laid out below.

Please refer to the Rfl document attached to this PIN for further information. The deadline for Rfl submissions is Friday, 10th January 2025.

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

This contract is divided into lots: No

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

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

- 79996100 - Records management
- 48732000 - Data security software package
- 72300000 - Data services
- 72310000 - Data-processing services
- 72313000 - Data capture services
- 72314000 - Data collection and collation services
- 72317000 - Data storage services

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

NUTS codes

- UKM - Scotland

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

The Scottish Courts and Tribunal Service (SCTS) is seeking information from relevant organisations regarding the provision of a third party application to carry out compliant governance in adherence to the Public Records (Scotland) Act 2011. SCTS plan to run a tender exercise in early-mid 2025 to procure this application. The purpose of the Prior Information Notice and this Request for Information is to gain market intelligence which will help to inform the specification and route to market for the upcoming tender exercise.

SCTS require the application to conduct automatic classification by content of records maintained in SCTS' systems of record and paper records. SCTS is seeking a solution that would use a high degree of AI-based automation to automatically classify the records held in SCTS systems with a high degree of confidence and then apply the retention for those records based on the classification. This is a retention system based on 'Content not container'.

SCTS also require the solution to be able to keep logs persistently and create metadata disposal stubs. The high level requirements of the system are laid out below.

Please refer to the RfI attached to this PIN for further information. The deadline for RfI submissions is Friday, 10th January, 2025.

#### **II.3) Estimated date of publication of contract notice**

24 February 2025

---

### **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**

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=784763](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=784763).

(SC Ref:784763)