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Tender

Contract for the provision of a Collections Management System for Archives

Northumberland County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-059576

Procurement identifier (OCID): ocds-h6vhtk-05a1cb ([view related notices](#))

Published 25 September 2025, 11:17am

Scope

Reference

NCC1604

Description

Northumberland Archives is the county's archive service, responsible for collecting records relating to the history of Northumberland, its communities and people. We acquire a wide range of archives from both official and private sources relating to almost all aspects of the history of Northumberland, which are made available to the public in our Study Centres.

The Archives manages the descriptive catalogue of its holdings through a Collection Management System (CMS), providing both back-end management for staff, and front-end access for the public. Almost the entirety of our holdings (6 miles worth of records stored in over 30,000 boxes) are recorded in our CMS and the front-end catalogue allows our customers to search or browse archival descriptions in order to request material to view in our Study Centres.

Total value (estimated)

- £100,000 excluding VAT
- £120,000 including VAT

Below the relevant threshold

Contract dates (estimated)

- 1 December 2025 to 30 November 2029
- Possible extension to 30 November 2030
- 5 years

Description of possible extension:

optional 12 month extension

Main procurement category

Services

CPV classifications

- 48000000 - Software package and information systems
- 92500000 - Library, archives, museums and other cultural services

Contract locations

- UKC2 - Northumberland and Tyne and Wear

Submission

Enquiry deadline

15 October 2025, 12:00pm

Tender submission deadline

24 October 2025, 12:00pm

Submission address and any special instructions

Tenders must be submitted electronically via the Open system: www.open.org

Tenders may be submitted electronically

Yes

Award criteria

Quality Pass/fail

Quality 60%

Price 40%

Procedure

Procedure type

Below threshold - open competition

Contracting authority

Northumberland County Council

- Public Procurement Organisation Number: PJJX-1133-JRGV

County Hall

Morpeth

NE61 2EF

United Kingdom

Email: CCPS@northumberland.gov.uk

Website: <http://www.northumberland.gov.uk>

Region: UKC21 - Northumberland

Organisation type: Public authority - sub-central government