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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 or 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](http://www.open.org)

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Quality Pass/fail

Quality 60%

Price 40%

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## Procedure

### Procedure type

Below threshold - open competition

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## Contracting authority

### Northumberland County Council

- Public Procurement Organisation Number: PJJX-1133-JRGV

County Hall

Morpeth

NE61 2EF

United Kingdom

Email: [CCPS@northumberland.gov.uk](mailto:CCPS@northumberland.gov.uk)

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

Region: UKC21 - Northumberland

Organisation type: Public authority - sub-central government