

UK-Richmond: computer-related services

2006/S 96-103069

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

The National Archives, Kew, Attn: Sandy Flatman, UK-Richmond TW9 4DU . Tel. 020 8392 5211. E-mail: sandy.flatman@nationalarchives.gov.uk. Fax 020 8487 1971.

Internet address(es):

General address of the contracting authority: www.nationalarchives.gov.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Ministry or any other national or federal authority, including their regional or local sub-divisions.

General public services.

The contracting authority is purchasing on behalf of other contracting authorities: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

1911 Census materials on-line publishing project.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 7.

Main place of performance: As the activities relate to records which are unique and irreplaceable, the scanning should be located/performed as close to The National Archives premises in Kew as possible and in any event within the UK mainland. TNA may be able to broker space/facilities for scanning at its premises (but cannot make any commitment) for the provision of the scanning services.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

II.1.5) Short description of the contract or purchase(s):

TNA has a statutory duty to make the 1911 Census readily available from the date of opening (currently January 2012). To this purpose TNA wishes to appoint a contractor to undertake:

the colour scanning of the complete 1911 census materials- estimated at 18 000 000 images. The census is contained on printed sheets with hand-written personal and locality details;
transcription of the 1911 census to minimum standards to be set by TNA (estimated at 35 million names);
creation of a searchable database and index to the images based on the transcription data;
provision of online access to the census with appropriate searching and ecommerce services. The website may be co-branded with TNA;
provision of innovative services that can be derived from the online service and offered to the end user;
potential provision of additional surrogate materials (such as fiche or film) from the master images.

II.1.6) **Common procurement vocabulary (CPV):**

72500000, 72312100, 72313000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

No.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

Yes.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

II.2.1) **Total quantity or scope:**

To cover the scanning, transcription and on-line publication of the original 1911 Census materials of approximately 8 000 000 double-sided pages (approx 528mm x 318mm) bound in around 35 000 volumes. There are an additional 38 000 volumes of Enumerator's summaries (approx 285mm x 235mm). The project will include the handling, transport, and conservation of the paper originals and the electronic storage of the colour images (minimum 200 dpi).
The duration of the contract will be 10 years with the option to renew for up to a further 10 years.

II.2.2) **Options:**

Yes.

Description of these options: There is significant flexibility, outside of the mandatory requirements, for the prospective suppliers to meet the overall objectives of TNA. To be discussed in the Competitive Dialogue process.

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

Duration in months: 120 (from the award of the contract).

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

Contract or performance bond or holding/company guarantee may be required.

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating them:**

The supplier will be responsible for all costs resulting from its performance of the contract. TNA will seek assurance that the supplier is adequately financed to meet its obligations during the term of the project.

III.1.3) Legal form to be taken by the group of economic operators to whom the contract is to be awarded:

No special legal form is required.

III.1.4) Other particular conditions to which the performance of the contract is subject:

Yes.

The opening date of the 1911 Census (currently January 2012) is set by the Government. This is the earliest date at which the public can access the materials. The contractor must be in a position to provide the web-based services on this date. The implications of this are:

scanning must be completed within 3 years;

The materials and contents must be kept secure and confidential until the opening date

TNA will specify (in the invitation to dialogue) standards for handling, transport, storage, preparation, scanning, transcription and online publishing of the original materials. Compliance will be monitored as a condition of the contract:

scanning must cause the absolute minimum damage to the originals and they must be kept safe and secure at all times;

scans must meet TNA's minimum technical criteria;

transcription must meet TNA's minimum stated criteria;

the online searching must meet TNA's minimum criteria (which includes the level of free searching);

online access must be supported by customer service to TNA's minimum standards o Images must be available on a "pay per view" basis as part of the online service;

TNA will require the supplier to agree licence terms and conditions for the use of the resulting materials. These agreements will determine the use that either party can make of the materials and how royalty or other payments for use of the originals/images accrues to TNA.

IPR in the images remains with TNA:

the licence to use the images is non-exclusive;

TNA owns the rights to the master image bank;

in the light of TNA's statutory obligations milestones are particularly sensitive. TNA will agree trigger points in the schedule that determine possible contingency or retendering actions.

III.2) CONDITIONS FOR PARTICIPATION

III.2.1) Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:

Information and formalities necessary for evaluating if requirements are met: Information concerning the personal situation of the contractor, supplier or service provider and information and formalities necessary for the evaluation of the minimum economic, financial and technical capacity required as detailed in the pre-qualification questionnaire (PQQ).

III.2.2) Economic and financial capacity:

Information and formalities necessary for evaluating if requirements are met: As detailed in the pre-qualification questionnaire (PQQ).

III.2.3) Technical capacity:

Information and formalities necessary for evaluating if requirements are met: As detailed in the pre-qualification questionnaire (PQQ).

III.2.4) Reserved contracts:

III.3) CONDITIONS SPECIFIC TO SERVICES CONTRACTS

III.3.1) Execution of the service is reserved to a particular profession:

No.

III.3.2) Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:

Yes.

SECTION IV: PROCEDURE

IV.1) TYPE OF PROCEDURE

IV.1.1) Type of procedure:

Competitive dialogue.

IV.1.2) Limitations on the number of operators who will be invited to tender or to participate:

Envisaged minimum number: 3. Maximum number: 7.

IV.1.3) Reduction of the number of operators during the negotiation or dialogue:

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated yes.

IV.2) AWARD CRITERIA

IV.2.1) Award criteria:

The most economically advantageous tender in terms of the criteria stated in the specifications, in the invitation to tender or to negotiate or in the descriptive document.

IV.2.2) An electronic auction will be used:

No.

IV.3) ADMINISTRATIVE INFORMATION

IV.3.1) File reference number attributed by the contracting authority:

CR00845.

IV.3.2) Previous publication(s) concerning the same contract:

No.

IV.3.3) Conditions for obtaining specifications and additional documents or descriptive document

Payable documents: no.

IV.3.4) Time-limit for receipt of tenders or requests to participate:

23.6.2006 - 12:00.

IV.3.5) Date of dispatch of invitations to tender or to participate to selected candidates:

IV.3.6) Language(s) in which tenders or requests to participate may be drawn up:

English.

IV.3.7) Minimum time frame during which the tenderer must maintain the tender:

IV.3.8) Conditions for opening tenders:

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) THIS IS A RECURRENT PROCUREMENT:

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

The awarding authority reserves the right not to award a contract. The partner is required to undertake this work on an investment basis: i.e. the contractor will provide the investment needed to establish the web-services (with no payment from TNA) and will subsequently derive income from sales on the website. TNA will receive a royalty on sales of the images. This model has been proven on a number of earlier census websites. TNA will set and monitor standards for the handling, preparation, and scanning of the original materials and will agree standards and levels of service for the website. TNA is looking to the Competitive Dialogue procedure to determine how the selected contractor will achieve the project objectives and to define the precise nature of the commercial and legal agreements between parties.

VI.4) **PROCEDURES FOR APPEAL**

VI.4.1) **Body responsible for appeal procedures:**

VI.4.2) **Lodging of appeals:**

VI.4.3) **Service from which information about the lodging of appeals may be obtained:**

VI.5) **DATE OF DISPATCH OF THIS NOTICE:**

16.5.2006.