

Procuring Preservation: hoops, hurdles and processes

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*We're the horrible
people who tell you
that you can't do it*

NRS Procurement colleague

The Scottish Model of Procurement puts procurement at the heart of Scotland's economic recovery. It sees procurement as an integral part of policy development and service delivery.

<http://www.scotland.gov.uk/Topics/Government/Procurement/about/spd-aims>

Procurement

Is the  process of buying goods, services and works from external suppliers

Scottish Government Procurement Policy Manual, p 2

NRS Accounts 2012/13

Parliamentary funding
Staff costs

£18.7m

£13.7m

£5.00m

EU Procurement Directives & other Procurement Regulations (Legal Issues)

EU Procurement Directives

The Public Contracts (Scotland) Regulations 2012

The Public Contracts & Utilities (Scotland) 2012

Amendment Regulations 2009 (Remedies Directive)

Bribery & Corruption Act 2011

Sale of Goods Act 1979

Supply of Goods & Services Act 1982

TUPE 2006

Unfair Contract Terms Act 1977

EC Treaty Obligations

Principles apply to all procurement, regardless of value:

- transparency;
- equal treatment;
- non-discrimination;
- proportionality &
- mutual recognition

Value for money

the optimum combination of whole-life cost and quality (or fitness for purpose) to meet the user's requirement. Depending on the nature of the contract, whole-life cost may include implementation costs, ongoing operating costs and end-of-life disposal

Preservica
Service ID: 4.G2.0622.001
From: Tessella Limited

£1,200.00
1000 GB/Month



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enquiries@gcloud.cabinet-office.gov.uk

Preservica offers a long-term digital archiving and preservation system without the overheads of procuring a system or supporting the infrastructure. This cloud service is based on the world leading digital preservation system, Safety Deposit Box (SDB), that is used by a number of the world leading digital preservation institutions including the UK National Archives. It is currently deployed in top of Amazon Web Services. In 2011 SDB won the Queen's Awards for Innovation.

Details

On-boarding process e.g. moving on to the service?	Yes
Categorise your service.	Search, Un-listed
Web browser interface?	Primary
Attachment support?	Yes
Separated environments?	Yes
Integration with Identity Systems?	No
Instant Messaging?	No
Solution provides Blogging capabilities?	No
How would you categorise the service e.g. Social Media etc?	Long-term digital preservation and archiving service

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Tender Notices

166 records. Go to page of 9 **Go**

Filter: Location: Status: Published: **Apply**

?	Published	Title	Deadline
<input type="checkbox"/>	29/11/2013	UK-Birmingham: back scanning	16 days
<input type="checkbox"/>	28/11/2013	UK-Birmingham: document scanning	16 days
<input type="checkbox"/>	27/11/2013	UK-Paisley: Document/Archive Management and Associated Services	PIN
<input checked="" type="checkbox"/>	26/11/2013	United Kingdom-Brighton: Records management	33 days
<input checked="" type="checkbox"/>	19/11/2013	UK-Newport (Wales): Electronic data capture	PIN
<input checked="" type="checkbox"/>	16/11/2013	United Kingdom-London: Metadata transformation services	PIN
<input type="checkbox"/>	14/11/2013	UK-London: metadata transformation services	28 days
<input type="checkbox"/>	11/11/2013	IE-Ireland: archiving and records management services	expired

Engagement with suppliers?


- Procurement rules do allow this
 - Explore the market;
 - Obtain indicative costs;
 - Only once specification completed (to avoid bias towards any one supplier);
 - Procurement staff must be informed.

NRS Specification Writing course



The Procurement Journey


Estimated value of requirement - What is the anticipated total spend over the lifetime of this requirement? e.g. acquisition cost, ongoing cost, support costs etc.



Points	Estimated value of requirement
1	Up to £50,000
2	£50,000 to £350,000
3	Greater than £350,000


These figures are advice /guidance. You must also consider if your internal policies would require a different level to be applied.

Potential Risk – What is the level of risk associated with the delivery of this requirement?




Points	Potential risk
1	Low
2	Medium
3	High

Adequate Publicity – Does the requirement need to be advertised e.g. Identify suppliers, or attract suppliers from a wider supply base. Internal policies and procedures and or Public Contract Scotland Regulations SPPN 04 2009 may require you to advertise.

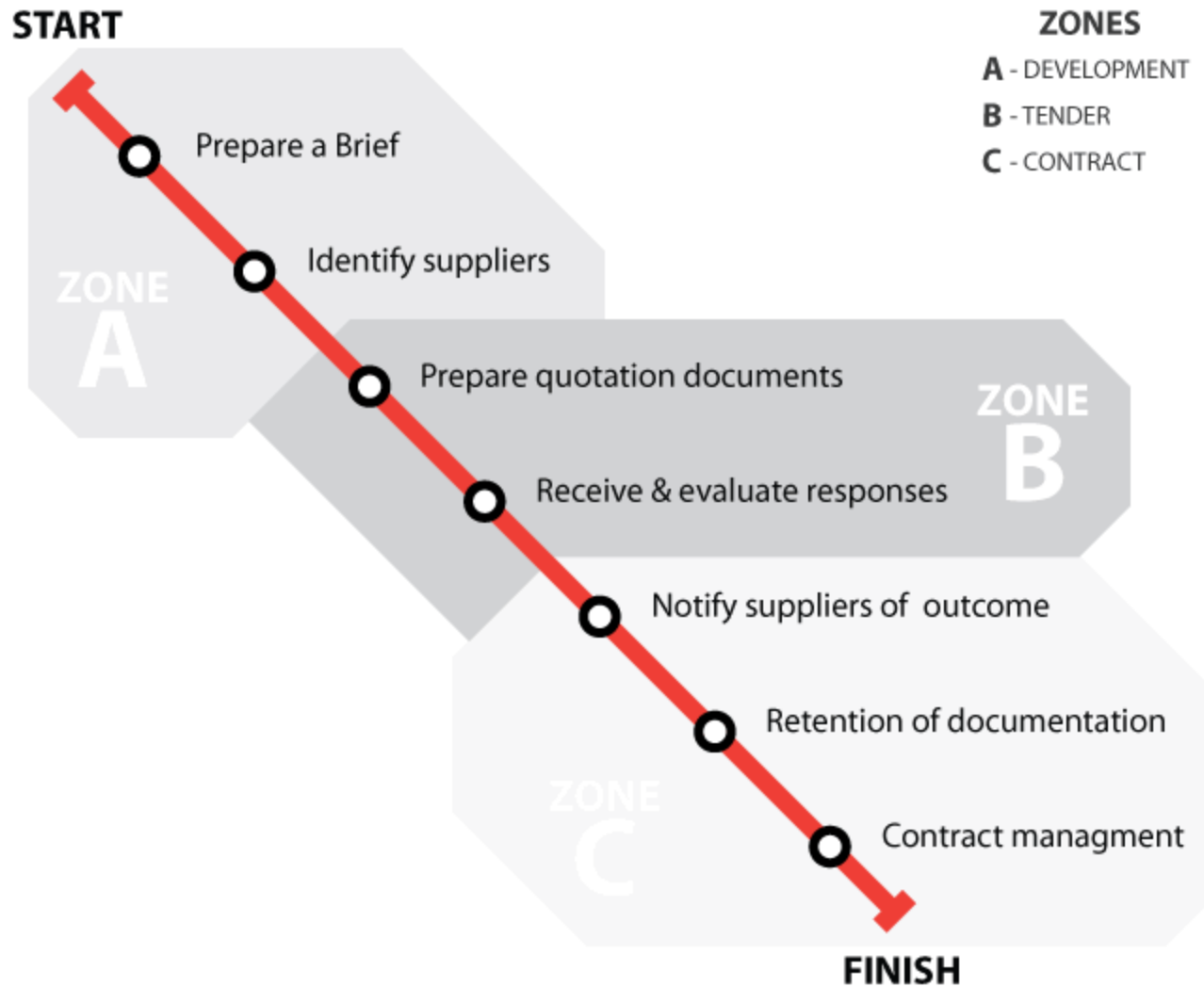


Points	Advertising
0	No
1	Yes

Determine the Procurement Journey Route – In order to determine the appropriate Procurement Journey (Route 1, 2 or 3) you should add together the points for each stage and then refer to the table below



Total Score	Route for Procurement Journey
2	Route 1
3-5	Route 2
6-7	Route 3



Route 1 (simple) Procurement Journey, <http://www.scotland.gov.uk/Topics/Government/Procurement/buyer-information/spd/lowlevel/routeonetoolkit>



Route 2 & 3 (mderate & high risk) Procurement Journey, <http://www.scotland.gov.uk/Topics/Government/Procurement/buyer-information/spdlowlevel/routetwotoolkit>

OJEU or not?

Depends on:

- Value of contract
- Nature of organisation
- any policy guidance

Formal thresholds:

- Central gov,
supplies/services =
£113,057 (€130,000)
- Other public sector,
supplies/services =
£173,934 (€200,000)

SG policy guidance:

- Advertise in Public
Contracts Scotland if
value > £50 000

Timings

- Laid out in EU Procurement legislation
- OJEU or not?

Selection and Award criteria

- PQQ – identify suitably qualified and experienced businesses who will be invited to submit a tender
- Quality vs price (% ratio)
- Transparency – publish evaluation criteria

Clarifications

- All bidders must have same opportunity for clarification

Post Tender Negotiations

- Carried out after tenders but before contract award
- Must not trade off between bids

Contract Award

- Public announcement in OJEU within 48 days of award
- Commercially sensitive info excluded eg price



Thank you!

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