

ITEM 10. TENDER – RECORDS AND ARCHIVES DIGITISATION SERVICES

FILE NO: X005032

TENDER NO: 1643

SUMMARY

This report provides details of the tenders received for the digitisation of City records and archives for a three year period, with an option for an additional two years, to commence on the approval of Council.

Work completed under this tender will include: ongoing digitisation of the City's archival records dating back to 1842 to enable public research access online; digitisation of high priority current City records to facilitate access for business and to assist the transition from hardcopy to digital records management in the City; and provide digital copies of records/archives requested by the public.

This report recommends that Council accept the tenders offered by Tenderer 'A' for Category 1: Bulk digitisation and Tenderer E for Category 2: On-demand digitisation.

RECOMMENDATION

It is resolved that:

- (A) Council accept the tender offer of Tenderer 'A' for Category 1: Bulk digitisation for a period of three years, with the option of an extension of two years, if appropriate;
- (B) Council accept the tender offer of Tenderer 'E' for Category 2: On-demand digitisation for a period of three years, with the option of an extension of two years, if appropriate;
- (C) authority be delegated to the Chief Executive Officer to negotiate, execute and administer the contracts relating to the tender; and
- (D) authority be delegated to the Chief Executive Officer to exercise the options referred to in clauses (A) and (B), if appropriate, and negotiate the price to extend the contract accordingly.

ATTACHMENTS

Attachment A: Tender Evaluation Summary (Confidential)

Attachment B: Recommended Tenderers Schedule of Rates (Confidential)

(As Attachments A and B are confidential, they will be circulated separately from the agenda paper and to Councillors and relevant senior staff only.)

BACKGROUND

1. This tender is for the supply of records and archives digitisation services to the City for three years, with an option of an extension of two years, if appropriate.
2. Hardcopy records (mostly in paper form) are digitised through scanning or photographing and the digital copies are made accessible online. The original hardcopies are then either retained in archival storage, or destroyed, depending on their long term value, in accordance with records retention schedules authorised by the State Records Authority of NSW.
3. The City has ongoing digitisation programs focusing on both current and archival records. Digitisation serves several purposes: (1) it greatly facilitates access to documents by both City staff and the community; (2) it saves archival documents from deterioration through frequent handling, and (3) it will save the City some ongoing storage and retrieval costs associated with hardcopy records.

INVITATION TO TENDER

4. The Tender was advertised in The Sydney Morning Herald and E Tender on Thursday 9 June 2016; and The Sydney Morning Herald and The Daily Telegraph on Tuesday 14 June 2016, with submissions closing on 30 June 2016.

TENDER SUBMISSIONS

5. Eight submissions were received from the following organisations (listed alphabetically):
 - Allvis Pty Ltd t/a Gosford Micrographics
 - Fighting Chance Australia Limited
 - Fuji Xerox Businessforce Pty Limited
 - Government Records Repository
 - Lexdata Management Pty Ltd
 - Manford Records Management Pty Ltd t/a Compu-Stor
 - Microsystems Pty Ltd
 - SEMA Operations Pty Ltd
6. No late submissions were received.

TENDER EVALUATION

7. All members of the Tender Evaluation Panel have signed Pecuniary Interest Declarations. No pecuniary interests were noted.
8. The relative ranking of tenders as determined from the total weighted score is provided in the confidential Tender Evaluation Summary – Attachment A.
9. All submissions were assessed in accordance with the approved evaluation criteria being:

- (a) demonstrated capacity and technical ability to carry out the work under the contract;
- (b) demonstrated managerial capability, qualifications, experience and number of personnel;
- (c) proposed timeframes;
- (d) proposed quality and operations plan;
- (e) environmental management;
- (f) Work Health and Safety; and
- (g) financial and commercial trading integrity including insurances.
- (h) the schedule of prices.

PERFORMANCE MEASUREMENT

10. Key performance indicators are:

- (a) digital file quality meets specification;
- (b) digital file naming meets specification (for accuracy and completeness);
- (c) projects delivered to time frames agreed between the City and supplier;
- (d) original City records secured and returned promptly and undamaged after digitisation;
- (e) the correct volume is digitised; and
- (f) reporting.

FINANCIAL IMPLICATIONS

11. There are sufficient funds allocated for this activity within the current year's operating budget and future years' forward estimates.

RELEVANT LEGISLATION

- 12. The tender has been conducted in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005 and the City's Contracts Policy.
- 13. Attachments A and B contain confidential commercial information of the tenderers and details of Council's tender evaluation which, if disclosed, would:
 - (a) confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business; and
 - (b) prejudice the commercial position of the person who supplied it.
- 14. Discussion of the matter in an open meeting would, on balance, be contrary to the public interest because it would compromise Council's ability to negotiate fairly and commercially to achieve the best outcome for its ratepayers.

CRITICAL DATES / TIME FRAMES

15. The previous contracts for digitisation of City records and archives have expired.
16. The tender is intended to cover a three year period, with an option of a further two years. The on-demand digitisation is required for ongoing services to the public in responding to requests for information under the *Government Information (Public Access) Act, 2009*. The bulk digitisation is an ongoing program.

OPTIONS

17. The immediate impact of the tender not being approved relates to Category 2: On-demand digitisation. This service is required to respond to requests for information from the public. The City responds to over 5,000 requests for information per year. There are not sufficient resources for on-demand digitisation to be carried out in-house.
18. The impact in the medium to long term will be slow progress in making the City's documents and records more accessible for business and more available to the public.

PUBLIC CONSULTATION

19. No formal public consultation was undertaken. However, visitor numbers to the Archives pages on the City's website to access digital archival records are consistently high. The Archives and Information Access teams also receive positive feedback from customers arising from the streamlined access to City information that is facilitated by the ability to supply documents digitally.

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