



INVITATION TO TENDER: DIGITAL RECORDS 01 SECTION 1: SPECIFICATION FOR TENDER



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1. Introduction – Who are we and what do we do?

In 1951 the Peak District National Park was the first area in England, Scotland and Wales to be designated as a national park for its very special qualities. The National Park looks after an area of land which is 555 square miles (1,438 square kilometres) in size, and covers parts of the counties of Derbyshire, Staffordshire, Yorkshire, Cheshire and Greater Manchester.

Our primary responsibilities are to:

- Conserve and enhance the natural beauty, wildlife and cultural heritage of the area
- Promote opportunities for the understanding and enjoyment of the special qualities of national parks by the public

The 'Peak District National Park Authority' (PDNPA) is the statutory planning authority for the national park area and is responsible for administering three main parts of the planning system:

- Development planning – setting out how places should change in the future
- Development management – making decisions on planning applications
- Enforcement – making sure development is carried out correctly and taking appropriate action when it is not



2. Objectives of the Digital Records Project

To digitise and preserve the Authority's historic paper planning records, dating back to the inception of the National Park.

- Giving improved accessibility of those records to the Public, the Authority, Authority officers and its Members.
- Protecting irreplaceable documents from loss or further deterioration, documents which are vital to the planning process and for work in conserving the Park's cultural and ecological assets.
- Future-proofing for the next generation of people and technology.
- Endeavouring to create an enhanced experience when searching, and researching, documents.
- To minimise the carbon footprint and cost of digital storage.
- To meet with, and surpass, goals within the National Park's Management Plan 2023-28

3. Scope of the Digital Records Project

1. Procurement of a secure process to collect, prepare, digitise (scan), deliver to a digital holding platform, and certified destruction of the paper documents by a Digital Management Company (DMC).
2. Ensuring compatibility with the Authority's Document Management System (DMS) and the easy searching of documents following integration: [Document services with NEC Document Management | NEC](#)
3. Time scale – completion by end of 2025

4. Specification of documents for digitisation



Outer transit packaging	<p>Cardboard archive boxes with</p> <ul style="list-style-type: none"> • Unique box number • Itemised list of contents • Maximum weight 15kg each <p>Using sections 5.1.4 and 5.1.5 of the Tender Questionnaire - describe any options available for DMC to supply archive boxes, giving consideration to recycling and re-use</p>
File casing	Cardboard spring files
File contents and description	<p>Documents date back to the formation of the National Park in 1951 and are comprised of mixed document formats and materials</p> <ul style="list-style-type: none"> • Due to age, some documents are fragile and prone to tearing • Minimum sheet size 1/3 A4 and A6 • Maximum sheet size AO • Substrates include fax paper, NCR (no carbon required), semi-transparent for overlays, photographic paper and cardboard • Hand written notes, some in pencil • Maps • Architects' drawings • B&W and colour photos, varying sizes, supplied as prints attached to an A4 backing card • May contain fastenings such as staples, paperclips and Sellotape
Batch size	<p>Maximum of 120 archive boxes per vehicle</p> <p>Using Section 5.1.3 of the Tender Questionnaire - state if smaller batch sizes are available and cost impact</p>
Number of batches	Six (estimated x 120 archive boxes per batch)
Volume of documents	<p>Number and size of documents is random and varies per spring file. Pricing to be based on estimated total number of documents:</p> <ul style="list-style-type: none"> - 1 million to 2 million documents <u>A4 sized and less</u> x 50% single-sided/50% double-sided, PLUS, - 75,000 to 150,000 large format documents <u>A3 size and up</u> x 100% single-sided
Indexing/tagging	<ul style="list-style-type: none"> • Documents indexed with adhesive labels using a barcode and alpha-numeric description – <i>exact format to be finalised and tested with 2nd Stage bidders</i>
Carbon footprint & data storage	<p>It is a priority to keep data storage to a minimum by storing only essential data necessary to carry out the authority's statutory duties</p> <ul style="list-style-type: none"> - to preserve the environment by minimising energy consumption - to minimise monetary costs <p>Using Section 5.5.3 of the Tender Questionnaire – describe your method of data storage and any environmental impact mitigations.</p> <p>Therefore</p> <ul style="list-style-type: none"> • Where documents are blank on the reverse, only display a date received stamp or display non-essential text for retention (such as terms & conditions), the Authority wants to avoid capture and storage of these images • Image quality needs only to be fit for purpose and will vary dependent upon the document type <ul style="list-style-type: none"> - Text documents need only to be legible - Photographs need to preserve fine details such as architectural features and construction materials

5. Scope of Services

Collection	<p>By secure vehicle</p> <ul style="list-style-type: none"> From Aldern House, Baslow Road, Bakewell, DE45 1AE Loading by hand of individual archive boxes – <i>site plan supplied at Appendix 6</i> Some documents contain sensitive information to be managed securely in line with the Authority's GDPR Policy - <i>copy supplied</i>
Traceability	<p>Vital to the PDNPA's statutory duties, documents need to be accounted for at each stage of the process, counted out and counted back in. Document tracking will be made possible by using a combination of the following:</p> <ul style="list-style-type: none"> The unique box number The itemised list of contents enclosed in the box Unique barcode and description label adhered individually (or possibly to a small group of documents – <i>to be confirmed after award of contract</i>) which can be scanned by PDNPA and tracked using a bespoke software programme. <p>Using Section 4.1.4 of the Tender Questionnaire – describe in full how documents are recorded and tracked.</p>
Preparation	<ul style="list-style-type: none"> Where required, removal of staples, paperclips, etc. prior to scanning. <i>It is the sole responsibility of the DMC to properly prepare documents in order to prevent damage to the supplier's equipment</i> To ensure the complete image is captured from creased and folded documents To identify documents considered unsuitable for scanning or where the image cannot be effectively captured. <ul style="list-style-type: none"> These should be notified to the PDNPA Project Team and agreement made for next steps, including possible return to the PDNPA
Documents – reverse side	<p>Images are to be excluded where documents</p> <ul style="list-style-type: none"> are blank, lined paper or where image from front has bled through to reverse only display a date received stamp – date needs to be captured preferably without scanning display non-essential text for retention (such as terms & conditions) – <i>these pages will be identified by a sticker adhered prior to collection</i>
Photographs	<ul style="list-style-type: none"> Clear definition of photographic images is critical to the PDNPA's planning approval and enforcement processes; to record property owner's work is carried out to the standard expected by the PDNPA; and is especially critical in the context of historic and listed buildings. Document dates must appear inside the scanned area, either by photos remaining attached to their backing card or as a digital mark – <i>preference is for the backing card to be excluded from scanned image</i> Photographs of historic or cultural importance will be identified as such for return to the authority in the same format in which they were supplied (i.e. with their backing card) - NOT shredded.
File Recall Service	<p>Where a member of the public requests to view documents already collected by the DMC</p> <ul style="list-style-type: none"> Requirement to fast track a specified record and supply a digital copy within a pre-agreed time frame – preferably 48 hours from notification
Digital Delivery	<ul style="list-style-type: none"> To a secure platform or encrypted storage CSV index for metadata - <i>in format of example supplied at Appendix 8</i>
OCR	<ul style="list-style-type: none"> Required only for specific document types as instructed by the PDNPA contract manager- not all
Image Quality Standard	<p>Stage 2 tender process: Image Quality Standard</p> <ul style="list-style-type: none"> Stage 2 bidders will be informed of the Image Quality Standard at the 2nd Stage of the tender process, when bidders will be required to scan a number of sample files for submission, to test both image quality and compatibility with the authority's Document Management System (DMS). Sample files for testing will not be released to the supplier until the Authority's Confidentiality Agreement (CA) is signed and returned Image Quality Standards include: <ul style="list-style-type: none"> No part of a document image to be missing

	<p>Illegible where the original is legible Too dark Too light</p> <p>Please see Section 2: Tender Submission Requirements and Conditions of Tender</p>
Document Disposal	<ul style="list-style-type: none"> • All documents (excluding those photographs/documents to be returned to the PDNPA) are to be securely shredded within a specified period (to be agreed at pre-contract stage), allowing for quality checks, acceptance and sign-off by the PDNPA. • Certificate of Disposal required for both paper and digital documents • BS EN15713 Secure Destruction of Confidential Material – current certification is essential <p>Using Section 5.5.3 of the Tender Questionnaire – describe disposal of paper documents and any environmental impact mitigations.</p>
Key Performance Indicators (KPI's)	<p>Lead by the contract manager:</p> <ul style="list-style-type: none"> • First review to be made 3 months from date of collection of first batch • Follow-up reviews on a 6 monthly basis, dependent upon results of the first review • Failure to satisfy the agreed KPI targets could result in cancellation of the contract <p>Provisions relating to the above requirements will be included in the contract</p>

6. Brand Values

<p>Our Authority Plan Peak District National Park Management Plan 2023-28 sets out the national park's strategy to become net-zero by 2040 and contains three objectives that seek to:</p> <ul style="list-style-type: none"> ➤ significantly lower greenhouse gas emissions – our goal being 2028 for a 25% reduction within the Peak District National Park ➤ sequester and store substantially more carbon while contributing to nature recovery ➤ reverse damage to nature, biodiversity, cultural heritage and in particular built environments caused by a changing climate 	 <p>34 MILES of traffic-free trails are owned and managed by the Peak District National Park Authority.</p>
<p>As part of our commitment to look after the Peak District environment we have developed an award which is presented to organisations that:</p> <ul style="list-style-type: none"> • support the local economy • protect the global environment • enhance the local environment • invest in people and communities • celebrate what's special about the Peak District National Park <p>When you buy a product or service that has been awarded the Environmental Quality Mark, you can be confident that you will be helping to look after the Peak District environment, as well as local people and communities.</p>	 <p>PEAK DISTRICT ENVIRONMENTAL QUALITY MARK</p>

7. Tender Process

(Please also see Section 2: Tender Submission Requirements and Conditions of Tender)

Stage 1

- Submission of Tender Questionnaire, supporting evidence, policies, certifications and memberships
- Prices must be fixed for lifetime of the Project (the whole of the contract period).

Stage 2

- Top 5 scorers of Stage 1 will progress to Stage 2:
- Returned signed copy of PDNPA's Confidentiality Agreement - mandatory
- Visit to PDNPA HQ- mandatory
- Free trial required to
 - Set the Image Quality Standard
 - Test compatibility with the authority's Document Management System (DMS)
- Site-visit to short-listed Document Management Companies by PDNPA Project Team to evidence information provided during Stage 1 and Stage 2

Deadlines (save for the Tender Publication Date, the dates below are for guidance only and may be amended at the option of the PDNPA)

Tender Publication Date	20 th February, 2025
Closing Date for Queries	Ten working days from Tender Publication Date
Closing Date for Submission	5pm 14 March 2025 (Tender Return Date)
Stage 1 evaluation and notification to top 5 scoring bidders	28 th March, 2025: Ten working days from Tender Return Date
Stage 2: Return of signed Confidentiality Agreement Site - visit to PDNPA and provision of sample files	Dates available are 9 th and 10 th April
Return of scanned Free Trial documents	Ten working days from collection
Stage 2 Evaluation period	Ten working days from notification to bidders of Stage 2
Contract Award	2 nd – 9 th May, 2025
'Voluntary Stand Still Period'	Two weeks from date of Contract Award
Contract Completion	16 th -23 rd May, 2025

How to contact us

Queries email to Natalie.Banks-Siddons@peakdistrict.gov.uk

8. Award Criteria

Stage 1

- **BS EN15713** Secure Destruction of Confidential Material – **ESSENTIAL – Pass/Fail**
- **3. Service Details**
Weighting of 20% will be applied
- **4.1 Quality Management**
Weighting of 30% will be applied
- **4.2 Key Performance Indicators**
Weighting of 10% will be applied
- **5.1 to 5.3 Cost Inputs**
Weighting of 20% will be applied to ensure 'value for money' for our publicly funded organisation
 - Prices should be broken down into their constituent parts to ensure a fair and transparent tender process for all bidders – failure to do so will be marked down
- **5.5 Added Value**
Weighting of 20% will be applied

Stage 2

- **5.1 to 5.3 Cost Inputs**
Weighting of 40% will be applied to the response provided in Stage 1 to ensure 'value for money' for our publicly funded organisation
- **4.1 Quality Management**
Weighting of 60% will be applied in favour of response to questions and results of the free trial
- Quality Evaluation will be made via a free trial, to be undertaken as follows:
 - Direct comparison to be made of the original paper document against the digital copy by the Project Officer and another appointed officer from within PDNPA
It is intended that an Image Quality Standard Document will be created and agreed, for use as a physical reference by both the successful bidder and PDNPA, to aid quality monitoring and acceptance. The Document will demonstrate a range of images judged to be of an acceptable standard.
 - Compatibility with the DMS will be judged by the Project Officer and another appointed officer from within the PDNPA - Please note, IT compatibility can only be scored as '0' or '5'
 - Agreement of KPI's and targets