**Digital Records Solution – Early Market Engagement – Instruction Document -22/07/2022**

The UK Debt Management Office (DMO) will soon be tendering for the provision of Digital Records Solution.

The DMO is an executive agency of Her Majesty’s Treasury (HMT) and has responsibility for government wholesale sterling debt issuance. The DMO’s remit is to carry out the Government's debt management policy of minimising financing costs over the long term, taking account of risk, and to minimise the cost of offsetting the Government's net cash flows over time, while operating in a risk appetite approved by Ministers in both cases.

The purpose of this early market engagement is to assist the DMO in identifying potential suppliers in the market that can provide a Digital Records Solution aligned with the DMO requirements.

We will assess responses provided by suppliers and determine the appropriate procurement route for this contract based on the outcome of this exercise.

**The Service Requirements**

A comprehensive list of requirements for the Digital Records Solution is provided in **Annex I**. Suppliers are required to review the document and respond as instructed in the annex confirming whether their solution can meet the DMO requirements.

**How to respond to this request**

Suppliers interested in this contract should submit a response by completing Annex I and submitting it via email as indicated below by close of business on **3 August 2022**.

Email to DMOTenders@dmo.gov.uk

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| Dear Carlos We would like to express an interest in bidding for the Digital Records Solution contract.We have attached our responses to your requirements listed in Annex I of the Instruction Document provided in Contracts Finder.**Here are our contact details:** *(Company name, main contact name, telephone, email address, company’s address)***Link to our website:** (*please provide the link to your website if you have one*)**Name of the product/solution you are proposing**: *(name of your product/solution)*We look forward to hearing from you.Kind regards |

ANNEX I - Digital Records – List of requirements for Procurement:

Records series: defined as a collection of records with sufficient attributes in common that they can be managed as a unit.

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|  | Requirements | Priority | Suppliers should respond to each item with a **YES**, if they can meet the requirement or **NO**, if they cannot meet the requirement. Where the response is **NO**, suppliers should provide a brief clarification justifying their response. |
| 1 | Solution must be capable of being hosted in the cloud and on premise and be compliant with UK NSCS guidance and cyber security protocols. | Must |  |
| 2 | Solution must be fully capable of integrating with Microsoft. | Must |  |
| 3 | Solution must be metadata driven with no dependence on a hierarchical file structure. Therefore, it must use 'Logical folders' with no dependency on the underlying file system and with files held in a flat file structure. This allows users to create their own hierarchy independent of others. | Must |  |
| 4 | Solution must support access to a single file and prohibit duplicates. | Must |  |
| 5 | Solution must support granular access management recognising access by individual, and, where relevant, affiliations to teams, projects and business processes. | Must |  |
| 6 | Access permissions must be attributes of files and users, and not of the folders in which files are held. Files must be independently permissioned. This will allow for easier and more secure sharing. | Must |  |
| 7 | Should offer discovery functionality, including federated search if relevant, which is able to take account of the recordkeeping and access rules. | Should |  |
| 8 | Solution must be able to categorise (whether automatically, manually or partially manual), all digital files based on content, form and metadata into specific record series or reference content, etc. | Must |  |
| 9 | Record series must be the defining categorisation for establishing retention rules. | Must |  |
| 10 | The retention schedule must be integral to the system, whether that is federated across different applications or contained within a single application. | Must |  |
| 11 | Disposal must be by record series and by calendar or financial year, as appropriate, and capable of automation with definable approval stages e.g. being capable of creating simple workflows to identify records due for disposal, gathering permissions and then deleting the records (with metadata retained). | Must |  |
| 12 | Record series must be capable of being able to add or define mandated attributes such as RAG conditions denoting level of business criticality, government security classifications and related caveats, retention trigger, retention period, legislative justification for retention period, business justification for retention period, archival value, related team/s, related business process/es, personal data categories.  | Must |  |
| 13 | Solution must enable collaborative working; allowing documents to be easily and securely shared both internally and externally. | Must |  |
| 14 | Solution must be able to integrate with email  | Must |  |
| 15 | Solution must be capable of demonstrating the archival requirements of sound records: authenticity; reliability; completeness; fixity. (Authenticity/reliability: the content, context and structure of the record must be recorded in sufficient detail to ensure the record is demonstrably authentic. Completeness: metadata must be retained across the life of the record and the link with the file maintained throughout and post disposal. Reliability/Fixity: it must be possible to ensure a record is unaltered during its retention and that its metadata history is able to confirm that.) | Must |  |
| 16 | It must be possible to export files in their native format and related metadata as a record for transfer to TNA, or any other government approved archive. Metadata must retain the link to the file and be in a human readable form with system codes resolved to natural language. (An XML metadata file with a defined schema or DTD would be preferable.) | Must |  |
| 17 | It must be possible to export files and related metadata to an alternative document management system. | Must |  |