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Planning

## Board Paper Management System

NHS Business Services Authority

UK2: Preliminary market engagement notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2026/S 000-001646

Procurement identifier (OCID): ocds-h6vhtk-06024d

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## Scope

### Description

NHSBSA require support for the Board Paper Management System. The NHSBSA Corporate Secretary Team, working with the Chief Executive's Office and Executive Assistant Team, manages the administration of Board and senior governance meetings, including the NHSBSA Board, the Audit and Risk Management Committee (ARC), the Remuneration and Nominations Committee (RemCo), and other senior management forums.

This includes agenda management, minute taking, decision recording, action tracking, and the quality control, distribution, and archiving of meeting papers. Meeting papers are confidential and are distributed via a Board Paper Management System, which controls access and enables members to review, analyse, and annotate documents in advance.

The requirement is to procure A cloud-based document/board management system delivered as SaaS, which aligns well with UK public sector and NHS procurement practice. Which supports secure creation, management, distribution, and archiving of meeting papers, with features such as workflows, version control, approvals, agenda generation, access controls, and reporting. The system must support secretariat functions while also providing Board and Committee members with an intuitive, effective way to review and analyse meeting information.

To access the RFI documentation, please register an account on ATAMIS, the NHSBSA Health Family Single eCommerce System, as per the link below.

<https://atamis-1928.my.site.com/s/Welcome>

The opportunity will appear on the live opportunities page.

The title and reference will be 'W218941 [Pre-Proc/RFI] Board Paper Management System'

Reference number is W218941

All communication will be managed using the Messaging system via Atamis. If there are any service issues, please speak to the Atamis service desk in the first instance.

Otherwise please contact our team:

[commercialservicesteam@nhsbsa.nhs.uk](mailto:commercialservicesteam@nhsbsa.nhs.uk)

### **Total value (estimated)**

- £45,000 excluding VAT
- £54,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 2 May 2026 to 1 May 2028
- Possible extension to 1 May 2029
- 3 years

### **Main procurement category**

Services

## **CPV classifications**

- 48000000 - Software package and information systems
- 48311000 - Document management software package
- 48780000 - System, storage and content management software package
- 72416000 - Application service providers

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## **Engagement**

### **Engagement deadline**

26 January 2026

### **Engagement process description**

RFI to inform requirements, market health and suitable procurement route.

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## **Contracting authority**

### **NHS Business Services Authority**

- Public Procurement Organisation Number: PRLZ-1599-JGTT

Stella House, Goldcrest Way, Newburn Riverside

Newcastle upon Tyne

NE15 8NY

United Kingdom

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Website: <https://www.nhsbsa.nhs.uk/>

Region: UKC22 - Tyneside

Organisation type: Public authority - central government