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Tender

# Document Storage, Records Management and Integrated Solutions

NHS Shared Business Services

F02: Contract notice

Notice identifier: 2021/S 000-005777

Procurement identifier (OCID): ocds-h6vhtk-029e02

Published 22 March 2021, 2:16pm

## **Section I: Contracting authority**

## I.1) Name and addresses

NHS Shared Business Services

Halyard Court, 31 Broadway, The Quays

M50 2UW

Salford Quays

Contact

**Charles Tarling** 

**Email** 

charles.tarling@nhs.net

Country

United Kingdom

**NUTS** code

UK - United Kingdom

National registration number

05280446

Internet address(es)

Main address

https://www.sbs.nhs.uk

## I.2) Information about joint procurement

The contract is awarded by a central purchasing body

#### I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

https://uk.eu-supply.com/app/rfq/rwlentrance\_s.asp?PID=37156&B=NHSSBS

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://uk.eu-supply.com/app/rfg/rwlentrance\_s.asp?PID=37156&B=NHSSBS

Tenders or requests to participate must be submitted to the above-mentioned address

## I.4) Type of the contracting authority

Other type

Joint Venture between the Department of Health and Sopra Steria

## I.5) Main activity

General public services

## **Section II: Object**

## II.1) Scope of the procurement

#### II.1.1) Title

Document Storage, Records Management and Integrated Solutions

Reference number

SBS/NL/ZWD/10173

#### II.1.2) Main CPV code

• 79996100 - Records management

#### II.1.3) Type of contract

Services

#### II.1.4) Short description

NHS SBS is looking to implement a Framework for the provision of Document Storage, Records Management and Integrated Solutions including;

Lot 1: Records Management,

Lot 2: Human Tissue Storage,

Lot 3: Scanning and Digitisation,

Lot 4: Electronic Document Records Management Systems (EDRMS),

Lot 5: One Stop Shop,

Lot 6: BSW STP,

#### II.1.5) Estimated total value

Value excluding VAT: £200,000,000

#### II.1.6) Information about lots

This contract is divided into lots: Yes

#### Tenders may be submitted for all lots

## II.2) Description

#### II.2.1) Title

Records Management

Lot No

1

#### II.2.2) Additional CPV code(s)

- 30193700 File storage box
- 30234000 Storage media
- 48311100 Document management system
- 63120000 Storage and warehousing services
- 63121100 Storage services
- 72312200 Optical character recognition services
- 72313000 Data capture services
- 72317000 Data storage services
- 79995100 Archiving services
- 79999100 Scanning services
- 92512000 Archive services
- 92512100 Archive destruction services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

M50 2UW

#### II.2.4) Description of the procurement

Lot 1: Records Management, will include but not limited to:

- Document Storage
- Collections and Archiving
- Retrievals and Deliveries
- Records Disposal and Destruction
- Transportation
- Audit
- Transitional Support/Services

#### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

**Duration in months** 

48

This contract is subject to renewal

No

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

#### II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

## II.2) Description

#### II.2.1) Title

Human Tissue Storage

Lot No

2

## II.2.2) Additional CPV code(s)

- 79996100 Records management
- 30193700 File storage box
- 63120000 Storage and warehousing services
- 63121100 Storage services
- 79995100 Archiving services
- 92512000 Archive services
- 92512100 Archive destruction services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

M50 2UW

#### II.2.4) Description of the procurement

Lot 2 Human Tissue Storage, will include but not limited to:

- Storage
- Retrievals and Deliveries
- Human Tissue Storage
- Destruction

#### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

**Duration in months** 

48

This contract is subject to renewal

No

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

#### II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

## II.2) Description

#### II.2.1) Title

Scanning & Digitalisation

Lot No

3

#### II.2.2) Additional CPV code(s)

- 79996100 Records management
- 30234000 Storage media
- 48311100 Document management system

- 72312200 Optical character recognition services
- 72313000 Data capture services
- 72317000 Data storage services
- 79995100 Archiving services
- 79999100 Scanning services
- 92512000 Archive services
- 92512100 Archive destruction services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

M50 2UW

#### II.2.4) Description of the procurement

Lot 3 Scanning and Digitisation, will include but not limited to:

- Business Process and Content Management Systems (NON-CORE)
- Scanning
- Archiving
- Retrievals
- Records Disposal and Destruction

#### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

This contract is subject to renewal

No

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

#### II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

## II.2) Description

#### II.2.1) Title

Electronic Document Records Management System (EDM/EDRMS)

Lot No

4

#### II.2.2) Additional CPV code(s)

- 79996100 Records management
- 30234000 Storage media
- 48311100 Document management system
- 72313000 Data capture services
- 72317000 Data storage services
- 79995100 Archiving services
- 79999100 Scanning services
- 92512000 Archive services
- 92512100 Archive destruction services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

M50 2UW

#### II.2.4) Description of the procurement

Lot 4 Electronic Document Records Management Systems (EDM/EDRMS), will include but not limited to:

- Business Process and Content Management Systems (NON-CORE)
- Electronic Document Records Management System

#### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

## II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

## II.2) Description

#### II.2.1) Title

One Stop Shop

Lot No

5

#### II.2.2) Additional CPV code(s)

- 79996100 Records management
- 30193700 File storage box
- 30234000 Storage media
- 48311100 Document management system
- 63120000 Storage and warehousing services
- 63121100 Storage services
- 72312200 Optical character recognition services
- 72313000 Data capture services
- 72317000 Data storage services
- 79995100 Archiving services
- 79999100 Scanning services
- 92512000 Archive services
- 92512100 Archive destruction services

#### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

Main site or place of performance

M50 2UW

#### II.2.4) Description of the procurement

Lot 5 One Stop Shop; A Provision of a Fully Managed Service / 'One Stop Shop' covering all Records Management, Scanning, Electronic Records Document Management System and Digitisation modes as required by Approved Organisations.

• Covering Lots 1, 2, 3 and 4 as a total package/requirement

#### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

#### II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

#### II.2) Description

#### II.2.1) Title

BSW STP (Bath and North East Somerset, Swindon and Wiltshire STP)

Lot No

6

#### II.2.2) Additional CPV code(s)

- 79996100 Records management
- 30193700 File storage box
- 30234000 Storage media
- 63120000 Storage and warehousing services
- 63121100 Storage services
- 72312200 Optical character recognition services
- 72313000 Data capture services
- 72317000 Data storage services
- 79995100 Archiving services
- 79999100 Scanning services
- 92512000 Archive services
- 92512100 Archive destruction services

#### II.2.3) Place of performance

**NUTS** codes

UKK1 - Gloucestershire, Wiltshire and Bristol/Bath area

#### II.2.4) Description of the procurement

BSW STP (Bath and North East Somerset, Swindon and Wiltshire STP) Lot:

The BSW STP offer to market the entire portfolio of records management requirements with firm commitments from 4 Authorities (with scope for additional Authorities to join during the course of the contract). In order to support the national move towards digital records management and the reduction of paper files the contract is constructed to, where appropriate to do so, combine physical records management and future scanning requirements.

The Lot will include, but not limited to:

- Document Storage
- Retrieval and Delivery
- Collection and Re-Store

- Destruction
- Transition Support/Services
- Scanning and Digitisation

#### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

**Duration in months** 

48

This contract is subject to renewal

Yes

Description of renewals

There will be two x 24 Months options to extend, at the STP's discretion

#### II.2.10) Information about variants

Variants will be accepted: No

#### II.2.11) Information about options

Options: No

#### II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

## Section III. Legal, economic, financial and technical information

## III.1) Conditions for participation

## III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers

List and brief description of conditions

Please refer to Procurement Documents"

#### III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

#### III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

#### Section IV. Procedure

#### **IV.1) Description**

#### IV.1.1) Type of procedure

Open procedure

#### IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 40

#### IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

#### IV.2) Administrative information

#### IV.2.2) Time limit for receipt of tenders or requests to participate

Date

19 April 2021

Local time

12:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 48 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

19 April 2021

Local time

12:00pm

## Section VI. Complementary information

## VI.1) Information about recurrence

This is a recurrent procurement: No

## VI.3) Additional information

? The duration referenced in Section II.2.7 is for the placing of orders.

The value provided in Section II.1.5 is only an estimate. We cannot guarantee to successful suppliers any business through this framework agreement. Spend and volumes may vary throughout the life of the framework agreement from the anticipated levels given in this notice.

The Framework will be for the benefit, and on behalf, of public sector bodies, details of such bodies can be accessed at: <a href="https://www.sbs.nhs.uk/proc-framework-agreements-support">https://www.sbs.nhs.uk/proc-framework-agreements-support</a>

In addition, if provided for in the contract documents, NHS SBS may extend the scope and benefit of the Framework Agreement to private sector bodies, subject to the approval of NHS SBS. Whilst NHS SBS is not required by procurement legislation to do so, it has extended the principles of public procurement rules to provide its private sector customers with the best value and open and transparent procurement procedures.

The envisaged maximum number of participants to the framework agreement, stated in IV.1.3 is an estimate and is subject to change

## VI.4) Procedures for review

#### VI.4.1) Review body

**NHS Shared Business Services** 

Halyard Court, 31 Broadway

Salford

M50 2UW

**Email** 

charles.tarling@nhs.net

Country

**United Kingdom** 

Internet address

https://www.sbs.nhs.uk

#### VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

OJEU procedures include a minimum 10 calendar day standstill period at the point information on the award of the contract is communicated to bidders. This period allows unsuccessful bidders to seek further debriefing from the contracting authority before the contract is entered into. Such information should be requested from NHSSBS. If an appeal regarding the award of a contract has not been successfully resolved the Public Contracts Regulations 2015 provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the rules to take action in the High Court (England, Wales and Northern Ireland). Any such action must be brought promptly.