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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/rfq/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

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

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: <https://www.sbs.nhs.uk/proc-framework-agreements-support>

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.