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Planning

Desk Booking System

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-012518

Procurement identifier (OCID): ocds-h6vhtk-033784

Published 13 May 2022, 3:31pm

Section I: Contracting authority

I.1) Name and addresses

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

Email

Michael.Veasey@wales.nhs.uk

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

I.2) Information about joint procurement

The contract is awarded by a central purchasing body

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

Desk Booking System

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

In line with Procurement regulations, NWSSP are exploring market service offerings with the aim of implementing a solution in 2022. NWSSP are looking to contract on a single digital solution.

Interested suppliers are invited to attend a virtual engagement day to demonstrate their solutions on either Monday 13th June or Friday 17th June 2022.

If you are interested in demonstrating your solution on one of these dates, then please note your interest in this notice and you will be contacted in order to ascertain suitability.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKL - Wales

II.2.4) Description of the procurement

The system is required to have the following functionality:

The system will enable users to view desk / meeting room availability for a given date / time across all locations.

The system will preferably display desk / meeting room availability via a 'floor plan' display (as opposed to a list of rooms, desks etc.), to provide users with a highly visual view of desk / meeting room utilisation.

The system will provide users with a 'real time' view of desk / meeting room availability.

The system will ensure users can readily identify booked vs. unbooked desks / meeting rooms (e.g. colour coding).

For desks / meeting rooms that are already booked, the system will display relevant details of the member of staff who has booked that desk / meeting room (e.g. name, email address etc.)

The system will allow users to 'self-serve' book a desk / meeting room for a full day, half-day or specific amount of time.

The system will be able to display the specific configuration / equipment setup for each desk / meeting room - for example, whether the desk has a desk riser, docking station type etc.

Users will be able to access the system via web browser or mobile device.

The system will be browser and device-agnostic.

The system will be cloud hosted.

The system should support Active Directory (AD) integration, to enable users to sign-in with their existing NHS Wales (NADEX) credentials

The system should support integration to Microsoft Outlook, to provide visibility and updates meeting room calendars to show availability in MS Outlook.

The system will support areas to be grouped into zones / departments, with the ability for named admins to oversee the management of each zone.

The system will require users to 'check in' to a booked (or vacant) desk.

The system will require users to 'check in' to a booked (or vacant) meeting room.

If meeting room 'check in' is permissible, system should allow users other than the member of staff who booked the meeting room to 'check in' to the meeting room.

The system will 'release' booked desks / meeting rooms after a certain amount of time, if the individual who has booked that space does not 'check in' within a set (configurable) time.

The system should be able to support 'ad hoc' check in (i.e. users booking in to a vacant desk / meeting room) via a dedicated interactive departmental / building display - for example, a display based in building or department reception area showing the desk / meeting room availability of that area.

The system will be able to display / report in 'real time' a list of staff who have 'checked in' to a specific building / location. These lists will support the 'rollcall' procedure in the event of a fire evacuation.

The system will allow admins to associate specific metadata with individual users - e.g. first aiders, fire wardens - so it is possible to identify where these are sat in the event of an emergency incident.

II.3) Estimated date of publication of contract notice

18 July 2022

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes

Section VI. Complementary information

VI.3) Additional information

NOTE: To register your interest in this notice and obtain any additional information please visit the Sell2Wales Web Site at

https://www.sell2wales.gov.wales/Search/Search_Switch.aspx?ID=121286.

(WA Ref:121286)