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Contract

## **Document Storage, Records Management and Integrated Solutions**

NHS Shared Business Services

F03: Contract award notice

Notice identifier: 2021/S 000-016161

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

Published 12 July 2021, 12:08am

### **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**

[nsbs.nhsbusinessservices@nhs.net](mailto:nsbs.nhsbusinessservices@nhs.net)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**National registration number**

NHS Shared Business Services

**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.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

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**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 issued a tender for 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.1.6) Information about lots**

This contract is divided into lots: Yes

### **II.1.7) Total value of the procurement (excluding VAT)**

Value excluding VAT: £200,000,000

## **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**

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

### **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**

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

#### **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**

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

### **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**

Quality criterion - Name: Quality / Weighting: 60%

Price - Weighting: 40%

### **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**

Quality criterion - Name: Lots 1, 3, and 4 totalled together via weighting as per criteria /  
Weighting: 100%

Price - Weighting: 0%

### **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**

Quality criterion - Name: Quality / Weighting: 40%

Price - Weighting: 60%

#### **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

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## **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

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2021/S 000-005777](#)

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## **Section V. Award of contract**

### **Title**

Document Storage, Records Management and Integrated Solutions

A contract/lot is awarded: Yes

### **V.2) Award of contract**

#### **V.2.1) Date of conclusion of the contract**

7 July 2021

#### **V.2.2) Information about tenders**

Number of tenders received: 19

The contract has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor**

NHS Shared Business Services

Halyard Court, 31 Broadway

Salford

M50 2UW

Email

[nsbs.nhsbusinessservices@nhs.net](mailto:nsbs.nhsbusinessservices@nhs.net)

Country

United Kingdom

NUTS code

- UK - United Kingdom

National registration number

NHS Shared Business Services

The contractor is an SME

No

**V.2.4) Information on value of contract/lot (excluding VAT)**

Total value of the contract/lot: £200,000,000

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## Section VI. Complementary information

### 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

[nsbs.nhsbusinessservices@nhs.net](mailto:nsbs.nhsbusinessservices@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.