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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): ocds-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

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

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

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](#)

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

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

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

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.