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Planning

FCTRFQ06/22-01 Document Handling and Workflow solution

ESPO

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-016306

Procurement identifier (OCID): ocids-h6vhtk-034657

Published 14 June 2022, 3:30pm

Section I: Contracting authority

I.1) Name and addresses

ESPO

Barnsdale Way, Grove Park, Enderby

LEICESTER

LE19 1ES

Contact

Food, Communities and Technology Procurement Team

Email

tenders@espo.org

Country

United Kingdom

NUTS code

UKF22 - Leicestershire CC and Rutland

Internet address(es)

Main address

<https://www.espo.org/>

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://www.eastmidstenders.org/>

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

Other activity

Local Authority Services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

FCTRFQ06/22-01 Document Handling and Workflow solution

Reference number

FCTRFQ06/22-01

II.1.2) Main CPV code

- 48000000 - Software package and information systems

II.1.3) Type of contract

Supplies

II.1.4) Short description

Please note this is a Prior Information Notice and is not a call for competition.

ESPO are looking for a holistic end to end Document Handling and Workflow solution. Primary functionality required would focus on incoming Sales Order processing, although a range of further document handling capabilities should also be available. Any solution should be cloud-based, fully supported, compliant with relevant legislation, and secure.

To express an interest: (a) Go to <https://www.eastmidtenders.org/>; (b) Register (if not already registered on ProContract); (c) Search for tender opportunity 'FCTRFQ06/22-01' (via "View Opportunities" from the 'EastMidsTenders' Portal); d) Express an interest.

II.1.5) Estimated total value

Value excluding VAT: £80,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Please note this is a Prior Information Notice and is not a call for competition.

ESPO are looking for a holistic end to end Document Handling and Workflow solution. Primary functionality required would focus on incoming Sales Order processing, although a range of further document handling capabilities should also be available. Any solution should be cloud-based, fully supported, compliant with relevant legislation, and secure.

Required functionality would include:

- Incoming document processing:

- o Extraction of order data from emails, PDF's, scanned docs etc

- o Automated insertion of order information to the System 21 ERP application

- Outgoing document creation, formatting and distribution:

- o conversion of machine data to formatted customer facing documents (Invoices, Statements, Order Acknowledgments and similar)

- o distribution via email, or to print/mail

- Document Workflow automation capabilities:

- o Routing and tracking of document processes

- Secure archiving and retrieval:

- o Cloud-based storage of captured or created documents

- o Searchable retrieval of stored documents

II.3) Estimated date of publication of contract notice

1 August 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