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Planning

## **Digital Mailroom Provider**

Futures Housing Group

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-019198

Procurement identifier (OCID): ocids-h6vhtk-0471e9

Published 21 June 2024, 3:00pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Futures Housing Group

Futures House, Argosy Road

Castle Donnington

DE74 2SA

#### **Contact**

Mr Scott Selby

#### **Email**

[scott.selby@futureshg.co.uk](mailto:scott.selby@futureshg.co.uk)

#### **Telephone**

+44 1327707503

#### **Country**

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.futureshg.co.uk/>

Buyer's address

<https://www.futureshg.co.uk/>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

**I.4) Type of the contracting authority**

Other type

Social Housing Group

**I.5) Main activity**

Housing and community amenities

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Digital Mailroom Provider

Reference number

DN729499

#### **II.1.2) Main CPV code**

- 72000000 - IT services: consulting, software development, Internet and support

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The digital mailroom is one of our key internal services to manage all incoming post and paper-based documents. The majority of our internal teams rely on mail coming from customers, contractors and other key stakeholders being accessible in a timely and efficient manner.

We also have additional providers that deliver an archive management service for our documents as well as a post-to-print service for all our outgoing mail.

We now believe it is the time to explore the market for potential opportunities to identify a holistic solution that ensures value for money. We are looking for new ways we can develop and improve our current mail room offer as part of our ongoing Digital Mail room Project and Digital, Data & Change Strategy. Our next partner will be able to support our digital journey in enhancing our mail room service and offer for all key stakeholders of Futures Housing Group.

#### **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**

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Full 'Soft-Test' Document upon request and acceptance to this market exercise

#### **II.3) Estimated date of publication of contract notice**

1 January 2025

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### **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