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Planning

## Records Information Management, Digital Solutions and Associated Services

The Minister for the Cabinet Office acting through Crown Commercial Service

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-023470

Procurement identifier (OCID): ocds-h6vhtk-048524

Published 26 July 2024, 4:02pm

### Section I: Contracting authority

#### I.1) Name and addresses

The Minister for the Cabinet Office acting through Crown Commercial Service

9th Floor, The Capital Building, Old Hall Street

Liverpool

L3 9PP

#### Email

[RM6346recordsmanagement@crowncommercial.gov.uk](mailto:RM6346recordsmanagement@crowncommercial.gov.uk)

#### Telephone

+44 3454102222

#### Country

United Kingdom

**Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/ccs>

**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**

Ministry or any other national or federal authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Records Information Management, Digital Solutions and Associated Services

Reference number

RM6346

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

- 63120000 - Storage and warehousing services

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

Services

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

Crown Commercial Service (CCS) acting as the Authority intends to put in place a Pan Government Collaborative Agreement for the provision of Records Information Management, Digital Solutions and Associated Services to be utilised by Central Government Departments and all other UK Public Sector Bodies, including Local Authorities, Health, Police, Fire and Rescue, Education (including schools, colleges and other educational establishments), Charities and third sector and Devolved Administrations.

Suppliers are advised to refer to 'ADDITIONAL INFORMATION SECTION V1.3' below for further important information.

#### **II.1.5) Estimated total value**

Value excluding VAT: £300,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

1. Records Information Management Services

2. Digital Workflow and Cloud Hosting Solutions
3. Full Management of National Health Service (NHS) Patient Records (Off site)
4. Specialist Records Management Services
5. Combined Digital Workflow, Cloud Based Hosting and Records Information Management
6. To be confirmed

## **II.2) Description**

### **II.2.1) Title**

Records Information Management Services

Lot No

1

### **II.2.2) Additional CPV code(s)**

- 48311100 - Document management system
- 63121100 - Storage services
- 64216200 - Electronic information services
- 72312000 - Data entry services
- 72312100 - Data preparation services
- 72312200 - Optical character recognition services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79212000 - Auditing services
- 79212200 - Internal audit services
- 79311000 - Survey services
- 79311200 - Survey conduction services

- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79996100 - Records management
- 79999100 - Scanning services
- 92512000 - Archive services
- 92512100 - Archive destruction services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

SL1: Off Site Records Information Management Service

SL2: Off Site Storage of Inactive Records

SL3: On and/or Off Site Secure Shredding, Destruction and Disposal Services

SL4: On and/or Off Site Combined Records Information Management Services

SL5: On and/or Off Site Scanning Services (this service line cannot be used in isolation)

### **II.2.14) Additional information**

To participate in Lot 1, bidders will be required to demonstrate that they are certified for the services listed below (and/or equivalent) under and in connection with the procurement.

ISO27001

ISO27002

BS EN 15713

BS 7858

ISO9001

BS10008

ISO14001

## **II.2) Description**

### **II.2.1) Title**

Digital Workflow and Cloud Hosting Solutions

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 48311100 - Document management system
- 63121000 - Storage and retrieval services
- 63121100 - Storage services
- 64216200 - Electronic information services
- 72312000 - Data entry services
- 72312100 - Data preparation services
- 72312200 - Optical character recognition services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79212000 - Auditing services
- 79212200 - Internal audit services
- 79311000 - Survey services
- 79311200 - Survey conduction services
- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79996100 - Records management

- 79999100 - Scanning services
- 92512000 - Archive services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

SL1: Digital Workflow Solutions

SL2: Cloud Based Hosting Service

SL1: Digital Workflow Solutions

SL2: Cloud Based Hosting Service

### **II.2.14) Additional information**

To participate in Lot 2, bidders will be required to demonstrate that they are certified for the services listed below (and/or equivalent) under and in connection with the procurement.

ISO27001

ISO27002

BS EN 15713

BS 7858

ISO9001

BS10008

ISO14001

Required to follow & demonstrate compliance with relevant National Cyber Security Centre (NCSC) guidance.

## **II.2) Description**

### **II.2.1) Title**

## Full Management of National Health Service (NHS) Patient Records (Off site)

Lot No

3

### **II.2.2) Additional CPV code(s)**

- 63121000 - Storage and retrieval services
- 63121100 - Storage services
- 64216200 - Electronic information services
- 72312000 - Data entry services
- 72312100 - Data preparation services
- 72312200 - Optical character recognition services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79212000 - Auditing services
- 79212200 - Internal audit services
- 79311000 - Survey services
- 79311200 - Survey conduction services
- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79996100 - Records management
- 79999100 - Scanning services
- 92512000 - Archive services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

? clinic preparation and management of NHS patient records

? digitisation (scanning) of patient records

? Off Site storage of patient records at supplier's site(s)

? third party interim resources

? On Site managed service

? shredding, destruction and disposal (On and/or Off Site)

#### **II.2.14) Additional information**

To participate in Lot 3, bidders will be required to demonstrate that they are certified for the services listed below (and/or equivalent) under and in connection with the procurement.

ISO27001

ISO27002

BS EN 15713

BS 7858

ISO9001

BS10008

ISO14001

BSI5454

## **II.2) Description**

### **II.2.1) Title**

Specialist Records Management Services (On and/or Off Site)

Lot No

4

### **II.2.2) Additional CPV code(s)**

- 48311100 - Document management system
- 63121000 - Storage and retrieval services
- 63121100 - Storage services
- 64216200 - Electronic information services
- 72312000 - Data entry services
- 72312100 - Data preparation services
- 72312200 - Optical character recognition services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79212000 - Auditing services
- 79212200 - Internal audit services
- 79311000 - Survey services
- 79311200 - Survey conduction services
- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79996100 - Records management
- 79999100 - Scanning services
- 92512000 - Archive services
- 92512100 - Archive destruction services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

SL1: Listing

SL2: Cataloguing

SL3: Appraisal and Selection

SL4: Sensitivity Review (Triage and/or Fully Managed) Service

SL5: Record Preparation Service

#### **II.2.14) Additional information**

Crown Commercial Service wish to bring to your attention that it is expected that to participate in this Lot 4 procurement, bidders will be required to demonstrate that they are certified for the services listed below (and/or equivalent) under and in connection with the procurement.

ISO27001 – Information Security Standard

BS 7858 – Security Screening

## **II.2) Description**

### **II.2.1) Title**

Combined Digital Workflow, Cloud Based Hosting and Records Information Management

Lot No

5

### **II.2.2) Additional CPV code(s)**

- 48311100 - Document management system
- 63121000 - Storage and retrieval services
- 63121100 - Storage services
- 64216200 - Electronic information services
- 72312000 - Data entry services

- 72312100 - Data preparation services
- 72312200 - Optical character recognition services
- 79212000 - Auditing services
- 79212200 - Internal audit services
- 79311000 - Survey services
- 79311200 - Survey conduction services
- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79996100 - Records management
- 79999100 - Scanning services
- 92512000 - Archive services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

SL1: Digital Workflow Solutions

SL2: Cloud Based Hosting Services

SL3: Scanning Services

SL4: Interim Technical Resource

SL5: Off Site Records Information Management Service

SL6: Off Site Storage of Inactive Records

SL7: Secure Shredding, Destruction and Disposal Services

SL8: Off site and/or On Site Combined Records Information Management Services

#### **II.2.14) Additional information**

To participate in Lot 5, bidders will be required to demonstrate that they are certified for the services listed below (and/or equivalent) under and in connection with the procurement.

ISO27001

ISO27002

BS EN 15713

BS 7858

ISO9001

BS10008

ISO14001

Required to follow and demonstrate compliance with relevant National Cyber Security Centre (NCSC) guidance.

### **II.2) Description**

#### **II.2.1) Title**

TBC

Lot No

6

#### **II.2.2) Additional CPV code(s)**

- 63121000 - Storage and retrieval services

#### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

#### **II.2.4) Description of the procurement**

TBC:

SL1: On-Site Storage of Active Physical Records

SL2: On-Site Storage of Inactive Physical Records

SL3: On/Off Combination Physical Records

SL4: On/Off Shredding Destruction and Disposal

SL5: Scanning services

SL6: Data Entry services

SL7: Digital Workflow Solutions

SL8: Cloud Hosting (SaaS) Solution

SL9: Bulk Scanning Services (including file preparation)

SL10: 3rd Party Interim Technical Resources

#### **II.2.14) Additional information**

TBC

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

25 June 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

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## Section VI. Complementary information

### VI.3) Additional information

A Future Opportunity on contract finder can be found here:

<https://www.contractsfinder.service.gov.uk/Notice/91651b02-d9ae-4425-bbd3-72aa5b234768>

1. Crown Commercial Service invites suppliers to state their expression of interest in this tender by emailing [RM6346recordsmanagement@crowncommercial.gov.uk](mailto:RM6346recordsmanagement@crowncommercial.gov.uk) no later than midday on 31st July 2024 and providing the following information:

Organisation Name;

Representative contact name, job title, email address and/or mobile number;

Confirm YES or NO to contact information being input within CCS Salesforce System in line with GDPR requirements; and

State which lot(s) interested in.

2. Suppliers are advised to draw their attention to the certification requirements specific to each Lot stated within Additional Requirements.

3. Crown Commercial Service (CCS) will use an eSourcing system for this competition and reserves the right to use an electronic auction. The eSourcing system we will use is <https://crowncommercialservice.bravosolution.co.uk>.

Please note that, to register, you must have a valid DUNS number (as provided by Dun and Bradstreet) for the organisation which you are registering, who will be entering into a contract if invited to do so.

5. The value in II.1.5 is an indicative value over 7 years (84 months).

6. The date in II.3) is the estimated date of publication, please refer to the CCS website page Upcoming Deals - RM6346 Records Information Management and Associated Services for updates.