This is a published notice on the Find a Tender service: <a href="https://www.find-tender.service.gov.uk/Notice/024695-2022">https://www.find-tender.service.gov.uk/Notice/024695-2022</a>

Tender

# Y23002 Supply of Record Information Management

Kent County Council (t/a KCS Procurement Services)

F02: Contract notice

Notice identifier: 2022/S 000-024695

Procurement identifier (OCID): ocds-h6vhtk-036583

Published 2 September 2022, 3:53pm

# **Section I: Contracting authority**

# I.1) Name and addresses

Kent County Council (t/a KCS Procurement Services)

Head Office, 1 Abbey Wood Group, Kings Hill

West Malling

**ME19 4YT** 

#### Contact

Miss Tamara Stevens

#### **Email**

csgprocurement@csltd.org.uk

### Country

**United Kingdom** 

### Region code

UK - United Kingdom

### Internet address(es)

Main address

http://www.commercialservices.org.uk

Buyer's address

http://www.commercialservices.org.uk

# 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://procontract.due-north.com/Advert/Index?advertId=6bff0001-fb29-ed11-8119-005056b64545

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

https://procontract.duenorth.com/Advert/Index?advertId=6bff0001-fb29-ed11-8119-005056b64545

# I.4) Type of the contracting authority

Regional or local authority

# I.5) Main activity

General public services

# **Section II: Object**

# II.1) Scope of the procurement

# II.1.1) Title

Y23002 Supply of Record Information Management

Reference number

DN631075

### II.1.2) Main CPV code

• 79996100 - Records management

### II.1.3) Type of contract

Services

### II.1.4) Short description

The Framework Agreement will be split into 6 LOTs:

LOT 1 – Asset and Records Storage, Retrieval and Destruction

LOT 1 covers provision and installation of asset and records storage including retrieval and destruction including but not limited to:

- Pallet storage and retrieval
- Box storage and retrieval
- File storage and retrieval (file from box or open shelf)
- Media storage and retrieval (tape)
- Transportation
- Asset tracking (with client interface)
- Fulfilment Services
- Secure destruction

Consumables (boxes)

LOT 2 – Document Scanning and Digital Storage

LOT 2 covers the provision and installation of document scanning and digital storage including but not limited to:

- Backfile conversion
- Day forward scanning
- Inbound mail
- Digital storage

LOT 3 – Information Governance and Advisory Services

LOT 3 covers the provision of information governance and advisory services including but not limited to:

- Retention policy
- Data privacy compliance (GDPR)
- Policy and information governance assessments
- Policy and program development and enhancement
- Content classification
- Metadata application

LOT 4 - Content Services Platform

LOT 4 covers the provision and installation of content services platforms including but not limited to:

- Business process automation
- Artificial intelligence
- Machine learning
- Workflow applications

### LOT 5 - Cloud Solutions

LOT 5 covers the provision and installation of cloud solutions including but not limited to:

- Hosting
- Back-up
- Disaster recovery
- Data restoration

LOT 6 – Secure IT Asset Recycling and Disposition

LOT 6 covers the provision and installation of secure IT asset recycling and Disposition including but not limited to:

- · Onsite audit
- Data erasure
- Asset recycling
- Asset remarketing
- Secure Destruction

# II.1.5) Estimated total value

Value excluding VAT: £20,000,000

# II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

# II.2) Description

# II.2.1) Title

Asset and Records Storage, Retrieval and Destruction

Lot No

1

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

• 79996100 - Records management

### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

### II.2.4) Description of the procurement

LOT 1 covers provision and installation of asset and records storage including retrieval and destruction including but not limited to:

- Pallet storage and retrieval
- · Box storage and retrieval
- File storage and retrieval (file from box or open shelf)
- Media storage and retrieval (tape)
- Transportation
- Asset tracking (with client interface)
- Fulfilment Services
- Secure destruction
- Consumables (boxes)

### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

### II.2.6) Estimated value

Value excluding VAT: £3,600,000

### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

**Duration in months** 

48

This contract is subject to renewal

No

### II.2.10) Information about variants

Variants will be accepted: No

### 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.2.14) Additional information

To gain access and complete the necessary documents please follow the instruction below

Visit - WWW.Kentbusinessportal.org.uk

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

- 1 when you register you will receive a successful registration email, this also contains a link taking you direct to the opportunity
- 2 when you log in to proactis go to my activities, select commercial services and you will be presented with the opportunity.

Following the instruction from herein

For further information please email <a href="mailto:csgprocurement@csltd.org.uk">csgprocurement@csltd.org.uk</a>

# II.2) Description

### II.2.1) Title

Document Scanning and Digital Storage

Lot No

2

# II.2.2) Additional CPV code(s)

• 79996100 - Records management

### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

### II.2.4) Description of the procurement

LOT 2 covers the provision and installation of document scanning and digital storage including but not limited to:

- Backfile conversion
- · Day forward scanning
- Inbound mail
- Digital storage

### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

# II.2.6) Estimated value

Value excluding VAT: £2,000,000

### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

#### II.2.10) Information about variants

Variants will be accepted: No

# 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.2.14) Additional information

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be presented with the opportunity.

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For further information please email <a href="mailto:csgprocurement@csltd.org.uk">csgprocurement@csltd.org.uk</a>

# II.2) Description

### II.2.1) Title

Information Governance and Advisory Services

Lot No

3

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

- 72000000 IT services: consulting, software development, Internet and support
- 79140000 Legal advisory and information services

### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

### II.2.4) Description of the procurement

LOT 3 covers the provision of information governance and advisory services including but not limited to:

- Retention policy
- Data privacy compliance (GDPR)
- Policy and information governance assessments
- Policy and programme development and enhancement
- Content classification
- Metadata application

### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

### II.2.6) Estimated value

Value excluding VAT: £3,600,000

### II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Nο

### II.2.10) Information about variants

Variants will be accepted: No

### 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.2.14) Additional information

To gain access and complete the necessary documents please follow the instruction below

Visit - WWW.Kentbusinessportal.org.uk

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

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- 2 when you log in to proactis go to my activities, select commercial services and you will be presented with the opportunity.

Following the instruction from herein

For further information please email <a href="mailto:csgprocurement@csltd.org.uk">csgprocurement@csltd.org.uk</a>

# II.2) Description

### II.2.1) Title

Content Services Platform

Lot No

4

# II.2.2) Additional CPV code(s)

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

# II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

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

LOT 4 covers the provision and installation of content services platforms including but not limited to:

- Business process automation
- Artificial intelligence
- Machine learning
- Workflow applications

### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.6) Estimated value

Value excluding VAT: £3,600,000

# II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

### II.2.10) Information about variants

Variants will be accepted: No

### 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.2.14) Additional information

To gain access and complete the necessary documents please follow the instruction below

Visit - WWW.Kentbusinessportal.org.uk

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

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# II.2) Description

### II.2.1) Title

**Cloud Solutions** 

Lot No

5

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

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

### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

# II.2.4) Description of the procurement

LOT 5 covers the provision and installation of cloud solutions including but not limited to:

- Hosting
- Back-up
- Disaster recovery
- Data restoration

### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### II.2.6) Estimated value

Value excluding VAT: £3,600,000

# II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

No

### II.2.10) Information about variants

Variants will be accepted: No

### 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.2.14) Additional information

To gain access and complete the necessary documents please follow the instruction below

Visit - WWW.Kentbusinessportal.org.uk

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

- 1 when you register you will receive a successful registration email, this also contains a link taking you direct to the opportunity
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# II.2) Description

### II.2.1) Title

Secure IT Asset Recycling and Disposition

Lot No

6

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

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

### II.2.3) Place of performance

**NUTS** codes

• UK - United Kingdom

# II.2.4) Description of the procurement

LOT 6 covers the provision and installation of secure IT asset recycling and Disposition including but not limited to:

- Onsite audit
- Data erasure
- Asset recycling

- Asset remarketing
- Secure Destruction

### II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

### II.2.6) Estimated value

Value excluding VAT: £3,600,000

# II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Duration in months

48

This contract is subject to renewal

Nο

### II.2.10) Information about variants

Variants will be accepted: No

### 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.2.14) Additional information

To gain access and complete the necessary documents please follow the instruction below

Visit - WWW.Kentbusinessportal.org.uk

Select - Opportunities

Select Organisation - Commercial Services

Select the opportunity appropriate to you from the list provided

Express interest - you may need to register first

Once successful expression is completed you can access and complete the requirements in two ways

- 1 when you register you will receive a successful registration email, this also contains a link taking you direct to the opportunity
- 2 when you log in to proactis go to my activities, select commercial services and you will be presented with the opportunity.

Following the instruction from herein

For further information please email <a href="mailto:csgprocurement@csltd.org.uk">csgprocurement@csltd.org.uk</a>

# 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

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

#### 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.2.2) Time limit for receipt of tenders or requests to participate

$\Box$	-+-
	ale

20 October 2022

Local time

2:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English

IV.2.7) Conditions for opening of tenders

Date

20 October 2022

Local time

2:15pm

# **Section VI. Complementary information**

# VI.1) Information about recurrence

This is a recurrent procurement: No

# VI.3) Additional information

All public bodies will have access to this Framework Agreement but may only do so with the agreement of the Contracting Authority. Those organisations who may wish to access this Framework Agreement will be members, local government authorities, the police service, the fire service, the NHS and NHS trusts, housing associations, third sector organisations, academic centres (including Academies), free schools, publicly funded organisations and publicly owned private companies, operating within the geographic boundaries of the United Kingdom, Channel Islands, Northern Ireland and Isle of Man.

Full details of the classification of potential Customer's geographical areas and organisation classifications are detailed as follows:

LOCAL	AUTHO	RITY	COUN	CILS:
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England:

County, Unitary, District, Borough, and Metropolitan Councils. (Parish and Community Councils are also permissible users). See link:

A-Z of councils online | Local Government Association

https://www.local.gov.uk/topics

http://www.direct.gov.uk/en/DI1/Directories/Localcouncils/index.htm

Northern Ireland: Administered across 26 Districts of Northern Ireland. See link:

http://www.nidirect.gov.uk/local-councils-in-northern-ireland

Scotland: Administered across 32 Council areas. See link:

Councils | COSLA

Wales: Administered across 22 Council areas. See link:

Find your local authority | GOV. WALES

Isle of Man: Administered across 22 local authorities, consisting of 4 town authorities, 2 district authorities, 2 village authorities, and 14 parish authorities.

https://www.gov.im/categories/home-and-neighbourhood/local-authorities/local-authority-contacts/

Channel Islands:

https://www.gov.je/Government/Departments/Pages/default.aspx

https://www.gov.gg/article/152949/Government-Departments

**EMERGENCY SERVICES:** 

POLICE:

National

https://www.btp.police.uk/

http://www.mod.police.uk

http://www.npas.police.uk/

England

Home | Police.uk (www.police.uk)

https://www.gov.uk/government/organisations/civil-nuclear-constabulary

Northern Island

https://www.police.uk/northern-ireland/

Scotland

http://www.scotland.police.uk/

https://www.gov.uk/government/organisations/civil-nuclear-constabulary

Wales

https://www.dyfed-powys.police.uk/

Home | Gwent Police

Home | North Wales Police

https://www.police.uk/south-wales/

https://www.gov.uk/government/organisations/civil-nuclear-constabulary

Isle of Man

https://www.iompolice.im/

Channel Islands

https://jersey.police.uk/

http://www.guernsey.police.uk/

FIRE and RESCUE

UK - England, Scotland, Northern Ireland, Wales, IOM

http://www.fireservice.co.uk/information/ukfrs/

https://www.ukfirestations.co.uk/brigades

Channel Islands

https://www.gov.je/Government/Departments/HomeAffairs/Pages/default.aspx

MARITIME AND COASTGUARD AGENCY

UK - England, Scotland, Northern Ireland, Wales, IOM

https://www.gov.uk/government/organisations/maritime-and-coastguard-agency/about/access-and-opening

Isle of Man

https://www.gov.im/coastguard

Channel Islands

http://www.ports.je/JerseyCoastguard/Pages/default.aspx

https://www.rnli.org.gg/guernseys-lifeboat/

NHS/HEALTH BODIES AND AMBULANCE SERVICES:

England

https://www.nhs.uk/servicedirectories/pages/nhstrustlisting.aspx

East Midlands Ambulance Service NHS Trust

http://www.emas.nhs.uk

East of England Ambulance Service NHS Trust

http://www.eastamb.nhs.uk

London Ambulance Service NHS Trust

http://www.londonambulance.nhs.uk

North East Ambulance Service NHS Foundation Trust

http://www.neas.nhs.uk

North West Ambulance Service NHS Trust

http://www.nwas.nhs.uk

South Central Ambulance Service NHS Foundation Trust <a href="http://www.southcentralambulance.nhs.uk">http://www.southcentralambulance.nhs.uk</a>

South East Coast Ambulance Service NHS Foundation Trust

http://www.secamb.nhs.uk

South Western Ambulance Service NHS Foundation Trust

https://www.swast.nhs.uk/welcome

West Midlands Ambulance Service NHS Trust

http://www.wmas.nhs.uk

Yorkshire Ambulance Service NHS Trust

http://www.yas.nhs.uk

Northern Island

http://www.hscni.net/index.php?link=trusts

http://www.niamb.co.uk/

Scotland

https://www.scot.nhs.uk/organisations/

http://www.scottishambulance.com/WhatWeDo/Default.aspx

Wales

http://www.wales.nhs.uk/nhswalesaboutus/structure

https://www.ambulance.wales.nhs.uk/

Isle of Man

https://www.gov.im/about-the-government/departments/health-and-social-care/

https://www.gov.im/categories/health-and-wellbeing/isle-of-man-ambulance-service/

Channel Islands

https://www.gov.je/Government/Departments/HealthSocialServices/Pages/index.aspx

https://www.gov.gg/article/119652/Health-Social-Care--Wellbeing

https://www.gov.je/pages/contacts.aspx?contactid=87

St John Ambulance Cymru - Wales' leading first aid charity (sjacymru.org.uk)

CENTRAL GOVERNMENT DEPARTMENTS AND THEIR AGENCIES:

http://www.direct.gov.uk/en/DI1/Directories/A-ZOfCentralGovernment/index.htm

**REGISTERED SOCIAL LANDLORDS:** 

Government-funded, not-for-profit organisations that provide affordable housing. They include housing associations, trusts and cooperatives.

England

https://www.gov.uk/government/publications/current-registered-providers-of-social-housing

Scotland

https://directory.scottishhousingregulator.gov.uk/Pages/Datasets-and-Reports.aspx

Northern Ireland

https://www.nidirect.gov.uk/contacts/housing-associations

Wales

https://gov.wales/

Isle of Man

https://www.gov.im/categories/home-and-neighbourhood/affordable-housing/public-sector-housing/housing-authority-contacts/

Channel Islands

https://www.gov.je/Home/RentingBuying/OtherRentalOptions/Pages/OtherHousing.aspx

http://www.gha.gg/

### **EDUCATIONAL ESTABLISHMENTS:**

Nursery, primary, middle or high schools, secondary schools, Academies, free schools, special schools, Pupil Referral Units (PRU), further education colleges, universities.

UK - England, Scotland, Northern Ireland, Wales

http://www.schoolswebdirectory.co.uk/index.php

https://get-information-schools.service.gov.uk/

https://www.hefcw.ac.uk/

https://www.universitiesuk.ac.uk

Isle of Man

https://www.gov.im/categories/education-training-and-careers/schools-and-colleges/

Channel Islands

https://www.gov.je/Education/Schools/FindingSchool/Pages/default.aspx

https://www.gov.gg/article/163185/Education-Working--Retiring

**CHARITIES** 

**England and Wales** 

https://www.gov.uk/government/organisations/charity-commission

Scotland

http://www.oscr.org.uk/

Northern Ireland

https://www.charitycommissionni.org.uk/charity-search/

Isle of Man

Isle of Man Government - Charities

Channel Islands

http://www.jerseycharities.org/members

http://www.charity.org.gg/Find

Suppliers are advised that the Contracting Authority and its Customers reserve the right to supply the tendered products, services, and commodities to companies that have a majority public sector ownership by any of the public sector bodies referred to above during the Framework Agreement period as stated in this document, for the purpose of selling to other public, private and third sector organisations.

# VI.4) Procedures for review

VI.4.1) Review body

Commercial Services Kent Limted

1 Abbey Wood Road, Kings Hill

West Malling

**ME19 4YT** 

Email

csgprocurement@csltd.org.uk

Country

**United Kingdom**