

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/026998-2024>

Tender

## **Electoral Services & Membership Database**

University Hospitals Dorset NHS Foundation Trust

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-026998

Procurement identifier (OCID): ocds-h6vhtk-04935e

Published 23 August 2024, 10:55am

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

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

University Hospitals Dorset NHS Foundation Trust

Management Offices, Poole Hospital, Longfleet Road

POOLE

BH15 2JB

#### **Contact**

Ryan Fellows

#### **Email**

[ryan.fellows@uhd.nhs.uk](mailto:ryan.fellows@uhd.nhs.uk)

#### **Country**

United Kingdom

#### **Region code**

UKK24 - Bournemouth, Christchurch and Poole

**Internet address(es)**

Main address

<https://www.uhd.nhs.uk/>

Buyer's address

<https://www.uhd.nhs.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://health-family.force.com/s/Welcome>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://health-family.force.com/s/Welcome>

Tenders or requests to participate must be submitted to the above-mentioned address

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://health-family.force.com/s/Welcome>

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

Body governed by public law

**I.5) Main activity**

Health

## **Section II: Object**

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

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

Electoral Services & Membership Database

Reference number

UHD/03121/SF

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

- 75122000 - Administrative healthcare services

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

Services

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

University Hospitals Dorset NHS FT is seeking a provider for a membership database and election services, the next scheduled elections are due to take place in late 2025 and late 2026. However, the need for additional elections may arise during the contract period. (An additional election may be required in the early stages of 2025).

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

Value excluding VAT: £140,000

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

This contract is divided into lots: No

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

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

- 79560000 - Filing services
- 48612000 - Database-management system
- 22821000 - Electoral forms
- 48613000 - Electronic data management (EDM)

- 75122000 - Administrative healthcare services

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

NUTS codes

- UKK2 - Dorset and Somerset

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

To have a secure, comprehensive and accurate membership database compliant with all applicable laws, regulations, statutory guidance and the Trust's Constitution, which is easily accessible for the purpose of data interrogation, reporting and for Governor election purposes.

To have comprehensive and accurate electoral services, compliant with all applicable laws, regulations, statutory guidance and the Trust's Constitution.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 60

Quality criterion - Name: Social Value / Weighting: 10

Cost criterion - Name: Price / Weighting: 30

### **II.2.6) Estimated value**

Value excluding VAT: £116,666

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

Start date

1 November 2024

End date

31 October 2029

This contract is subject to renewal

Yes

Description of renewals

180 days prior to end of contract

### **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**

Services will be delivered in line with UHD constitution.

---

## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Competitive procedure with negotiation

#### **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 expressions of interest**

Date

24 September 2024

Local time

2:00pm

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

English

## **Section VI. Complementary information**

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

High Court and Court of Appeal of England and Wales

Strand

London

WC2A 2LL

Email

[internationalrelationsrjudicialoffice@judiciary.uk](mailto:internationalrelationsrjudicialoffice@judiciary.uk)

Country

United Kingdom

Internet address

<https://www.judiciary.uk/>