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Planning

# **Scottish Government - Correspondence Management System**

Scottish Government

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-037778

Procurement identifier (OCID): ocds-h6vhtk-04bde6

Published 22 November 2024, 10:48am

## **Section I: Contracting authority**

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

Scottish Government

Victoria Quay

Edinburgh

EH6 6QQ

### **Contact**

Michael Brydon

### **Email**

[michael.brydon@gov.scot](mailto:michael.brydon@gov.scot)

### **Telephone**

+44 1312443619

**Country**

United Kingdom

**NUTS code**

UKM - Scotland

**Internet address(es)**

Main address

<http://www.scotland.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA10482](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA10482)

**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**

Scottish Government - Correspondence Management System

Reference number

664929

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

- 72212311 - Document management software development services

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

Services

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

The Scottish Government (SG) receives and processes correspondence submitted through various channels. Correspondence we receive can be categorised as one of five key types:

-Complaints

-Ministerial Correspondence

-General Correspondence

-Freedom of Information (FOI)/Environmental Information Regulation (EIR) Requests, Reviews and Appeals

-Parliamentary Questions (PQ's)

The SG intends to replace the systems that currently support the above correspondence types with a Software as a Service (SaaS) solution

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

Value excluding VAT: £3,000,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 72212311 - Document management software development services

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

NUTS codes

- UKM - Scotland

Main site or place of performance

Edinburgh and Glasgow

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

The Scottish Government (SG) receives and processes correspondence submitted through various channels.

The SG intends to replace the current correspondence system with a Software as a Service (SaaS) solution. We are anticipating 3,000 – 4,000 Scottish Government staffs will receive and process 50,000 – 70,000 cases per year on the new SaaS solution.

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

31 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

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## **Section VI. Complementary information**

### **VI.3) Additional information**

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=783997](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=783997).

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