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Tender

## **Records Information Management, Digital Solutions and Associated Services 2 - Version 2**

Crown Commercial Service

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-063279

Procurement identifier (OCID): ocds-h6vhtk-05aa81

Published 8 October 2025, 1:01pm

### **Scope**

### **Reference**

RM6346

### **Description**

This framework is for the provision of records information management, and digital solutions, covering a wide range of services, including:

? storage

? scanning (on demand and bulk)

? shredding, destruction and disposal

? digital workflow solutions

? hybrid mail, inbound and outbound mail and data entry services

- ? cloud based hosting (SaaS)solution
- ? 3rd party interim technical resources
- ? specialist records management services supporting Public Records Act (cataloging, listing, appraisal and selection, sensitivity review and record preparation services)
- ? NHS Preparation of Patient Record Preparation services

Details of previous procurement notices and pre-market engagement relating to the RM6346 Records Information Management, Digital Solutions and Associated Services 2 framework can be found at <https://www.find-tender.service.gov.uk/Search> under Procurement identifier (OCID): ocds-h6vhtk-0503c8.

## **Commercial tool**

Establishes a framework

## **Total value (estimated)**

- £500,000,000 excluding VAT
- £600,000,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 23 March 2026 to 22 March 2030
- 4 years

## **Main procurement category**

Services

## **Contract locations**

- UK - United Kingdom
- GG - Guernsey
- IM - Isle of Man
- JE - Jersey

## **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Records Information Management Services**

### **Description**

Records Information Management Services

1. Off Site RIM Services
2. Off Site Inactive Records
3. On/Off Site Secure Shredding, Destruction & Disposal
4. On/Off/Combination RIM Services
5. On/Off Site Scanning Services

A framework contract will be awarded to a maximum of 6 bidders for Lot 1.

## **Lot value (estimated)**

- £100,000,000 excluding VAT
- £120,000,000 including VAT

Framework lot values may be shared with other lots

## **CPV classifications**

- 48000000 - Software package and information systems
- 63120000 - Storage and warehousing services
- 64216200 - Electronic information services
- 72212780 - System, storage and content management software development services
- 72220000 - Systems and technical consultancy services
- 72312100 - Data preparation services
- 72312200 - Optical character recognition services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79212000 - Auditing services
- 79311000 - Survey services
- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79995200 - Cataloguing services
- 79996100 - Records management

- 79999100 - Scanning services
- 92512000 - Archive services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Combined Digital Workflow, Cloud Based Hosting and Records Information Management Services**

### **Description**

Combined Digital Workflow, Cloud Based Hosting and Records Information Management Services

1. Digital Workflow
2. Cloud Based Hosting
3. Scanning
4. Interim Technical Resources
5. Off Site RIM Services
6. Off Site Storage of Inactive Records
7. Secure Shredding, Destruction & Disposal
8. Off/On Site Combined RIM Services

A framework contract will be awarded to a maximum of 6 bidders for Lot 2.

### **Lot value (estimated)**

- £250,000,000 excluding VAT

- £300,000,000 including VAT

Framework lot values may be shared with other lots

## **CPV classifications**

- 48000000 - Software package and information systems
- 63120000 - Storage and warehousing services
- 64216200 - Electronic information services
- 72212780 - System, storage and content management software development services
- 72220000 - Systems and technical consultancy services
- 72312000 - Data entry services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79212200 - Internal audit services
- 79311000 - Survey services
- 79410000 - Business and management consultancy services
- 79995100 - Archiving services
- 79999100 - Scanning services
- 92512000 - Archive services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 3. Full Management of National Health Service (NHS) Patient Records (Off Site)**

### **Description**

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

1. Clinic Prep & Mgmt of NHS Patient Records
2. Digitisation of Patient records
3. Off Site Storage
4. 3rd Party Interim Resources

Scanning Services

5. On Site managed Service
6. Shredding, Destruction & Disposal (On/Off Site)

A framework contract will be awarded to a maximum of 6 bidders for Lot 3

### **Lot value (estimated)**

- £100,000,000 excluding VAT
- £120,000,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 48000000 - Software package and information systems
- 63120000 - Storage and warehousing services
- 64216200 - Electronic information services

- 72212780 - System, storage and content management software development services
- 72220000 - Systems and technical consultancy services
- 72312000 - Data entry services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79212000 - Auditing services
- 79311000 - Survey services
- 79410000 - Business and management consultancy services
- 79996100 - Records management
- 79999100 - Scanning services
- 92512000 - Archive services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 4. Specialist Records Management Services**

### **Description**

Specialist Records Management Services

1. Listing
2. Cataloguing
3. Appraisal & Selection

#### 4. Sensitivity Review

#### 5. Records Preparation

A framework contract will be awarded to a maximum of 4 bidders for Lot 4.

#### **Lot value (estimated)**

- £50,000,000 excluding VAT
- £60,000,000 including VAT

Framework lot values may be shared with other lots

#### **CPV classifications**

- 48311000 - Document management software package
- 48613000 - Electronic data management (EDM)
- 63121000 - Storage and retrieval services
- 64216200 - Electronic information services
- 72312000 - Data entry services
- 72313000 - Data capture services
- 72512000 - Document management services
- 79131000 - Documentation services
- 79212000 - Auditing 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

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Framework**

### **Maximum number of suppliers**

22

### **Maximum percentage fee charged to suppliers**

0.5%

### **Further information about fees**

The Supplier will pay, excluding VAT, 0.5% of all the Charges for the Deliverables invoiced to the Buyer under all Call-Off Contracts.

### **Framework operation description**

Refer to Framework Schedule 7 - Call-Off Award Procedure for details of the competitive selection processes for the award of contracts under this framework.

In the event that there is a challenge to the Competition and such a challenge is confined to any one particular Lot, the Authority reserves the right to the extent that it is lawful to do so, to conclude a Framework Contract with the successful Suppliers in respect of the Lot(s) that has (have) not been so challenged." and this should go in the lot descriptions the rest is covered in the ITT The Authority also reserves the right to extend Lots by varying durations.

## **Award method when using the framework**

Either with or without competition

## **Contracting authorities that may use the framework**

Refer to RM6346 Records Information Management, Digital Solutions and Associated Services - Customer List for details of contracting authorities that may use the framework.

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## **Participation**

### **Legal and financial capacity conditions of participation**

**Lot 1. Records Information Management Services**

**Lot 2. Combined Digital Workflow, Cloud Based Hosting and Records Information Management Services**

**Lot 3. Full Management of National Health Service (NHS) Patient Records (Off Site)**

**Lot 4. Specialist Records Management Services**

The conditions of participation relating to the legal and financial capacity are set out in the ITT, in the procurement specific questionnaire. The conditions of participation will be assessed in accordance with the assessment methodologies detailed in the procurement specific questionnaire and Attachment 2 How to tender.

## **Technical ability conditions of participation**

### **Lot 1. Records Information Management Services**

### **Lot 2. Combined Digital Workflow, Cloud Based Hosting and Records Information Management Services**

### **Lot 3. Full Management of National Health Service (NHS) Patient Records (Off Site)**

### **Lot 4. Specialist Records Management Services**

The conditions of participation relating to technical capability are set out in the ITT, in the procurement specific questionnaire. The conditions of participation will be assessed in accordance with the assessment methodologies detailed in the procurement specific questionnaire and Attachment 2 How to tender.

## **Particular suitability**

### **Lot 1. Records Information Management Services**

### **Lot 2. Combined Digital Workflow, Cloud Based Hosting and Records Information Management Services**

### **Lot 3. Full Management of National Health Service (NHS) Patient Records (Off Site)**

### **Lot 4. Specialist Records Management Services**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

21 October 2025, 5:00pm

### **Tender submission deadline**

3 November 2025, 3:00pm

**Submission address and any special instructions**

<https://crowncommercialservice.bravosolution.co.uk>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

23 February 2026

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**Award criteria**

**Lot 1. Records Information Management Services**

**Lot 2. Combined Digital Workflow, Cloud Based Hosting and Records Information Management Services**

**Lot 3. Full Management of National Health Service (NHS) Patient Records (Off Site)**

Name	Description	Type	Weighting
Price	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Price	50%
Supporting Buyers entering and exiting Call-Off Contracts	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Quality	25%
Contract Management	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Quality	15%
Social Value Delivery	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Quality	10%

#### Lot 4. Specialist Records Management Services

Name	Description	Type	Weighting
Price	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Price	50%

Name	Description	Type	Weighting
Specialist Records Management Services	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Quality	25%
Contract Management	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Quality	15%
Social Value Delivery	You must read the Attachment 2d Quality questionnaire for the details of this question's requirement, response guidance and marking scheme	Quality	10%

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## Other information

### Applicable trade agreements

- Government Procurement Agreement (GPA)
- Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP)

### Conflicts assessment prepared/revised

Yes

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## Procedure

### Procedure type

Open procedure

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## Documents

### Associated tender documents

[RM6346 Customer list v1.0.docx](#)

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## Contracting authority

### Crown Commercial Service

- Public Procurement Organisation Number: PBZB-4962-TVLR

The Capital, Old Hall Street

Liverpool

L3 9PP

United Kingdom

Telephone: +44 3454102222

Email: [supplier@crowncommercial.gov.uk](mailto:supplier@crowncommercial.gov.uk)

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

Region: UKD72 - Liverpool

Organisation type: Public authority - central government