

This notice in TED website: <https://ted.europa.eu/udl?uri=TED:NOTICE:440794-2020:TEXT:EN:HTML>

**United Kingdom-Liverpool: Storage and warehousing services  
2020/S 182-440794**

**Prior information notice**

**This notice is for prior information only**

**Services**

**Legal Basis:**

Directive 2014/24/EU

**Section I: Contracting authority**

**I.1) Name and addresses**

Official name: Crown Commercial Service

Postal address: The Capital Building, Old Hall Street

Town: Liverpool

NUTS code: UK UNITED KINGDOM

Postal code: L3 9PP

Country: United Kingdom

E-mail: [RM6175recordsmanagement@crownccommercial.gov.uk](mailto:RM6175recordsmanagement@crownccommercial.gov.uk)

Telephone: +44 3450103503

**Internet address(es):**

Main address: <https://www.gov.uk/government/organisations/crown-commercial-service>

**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 abovementioned address

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

Ministry or any other national or federal authority, including their regional or local subdivisions

**I.5) Main activity**

General public services

**Section II: Object**

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

**II.1.1) Title:**

Records Information Management, Digital Solutions and Associated Services

**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. CCS will be partnering with YPO to put this agreement in place Suppliers are advised to refer to 'Additional Information Section VI.3) for further important information.

II.1.5) **Estimated total value**

Value excluding VAT: 120 000 000.00 GBP

II.1.6) **Information about lots**

This contract is divided into lots: yes

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

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 code: UK UNITED KINGDOM

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

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.

Crown Commercial Service wish to bring to your attention that it is expected that to participate in this Lot 1 procurement, bidders will be required to demonstrate that they are certified for the services listed in II.2.14) Additional Information (and/or equivalent) under and in connection with the procurement.

II.2.14) **Additional information**

ISO27001 — Information Security Standard  
ISO27002 — Information Security Code of Practice  
BS EN 15713 — Secure Destruction of Confidential Material  
BS 7858 — Security Screening  
ISO9001 — Quality Management Systems  
BS10008 — Electronic Information Management  
ISO14001 — Environmental Management

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  
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 code: UK UNITED KINGDOM

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

SL1: Digital Workflow Solutions (for example but not limited to: hybrid, inbound and outbound mail and data entry services)

SL2: Cloud Hosting Solution

SL3: Bulk Scanning Services (including file preparation)

SL4: Third Party Interim Technical Resources (e.g. Technical/Security Architects).

Crown Commercial Service wish to bring to your attention that it is expected that to participate in this Lot 2 procurement, bidders will be required to demonstrate that they are certified for the services listed below in II.2.14) Additional Information(and/or equivalent) under and in connection with the procurement.

II.2.14) **Additional information**

ISO27001 — Information Security Management System

ISO27002 — Information Security Management

BS EN 15713 — Secure Destruction of Confidential Material

BS 7858 — Security Screening

ISO9001 — Quality Management System

BS10008 — Electronic Information Management

ISO14001 — Environmental Management

Suppliers will be required to follow and demonstrate compliance with relevant NCSC Guidance.

II.2) **Description**

II.2.1) **Title:**

Preparation of Patient Records Service (On and/or Off Site)

Lot No: 3

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

48311100 Document management system

63120000 Storage and warehousing services

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 code: UK UNITED KINGDOM

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

- 1) Storage, retrieval and transportation of patient records under this service;
- 2) Hosting physical records within Records Information Management system.

Crown Commercial Service wish to bring to your attention that it is expected that to participate in this Lot 3 procurement, bidders will be required to demonstrate that they are certified for the services listed below in II.2.14) Additional Information (and/or equivalent) under and in connection with the procurement.

II.2.14) **Additional information**

ISO27001 — Information Security Standard  
ISO27002 — Information Security Code of Practice  
BS EN 15713 — Secure Destruction of Confidential Material  
BS 7858 — Security Screening  
ISO9001 — Quality Management System  
BS10008 — Electronic Information Management  
ISO14001 — Environmental Management  
BSI5454 — Guide for the storage and exhibition of archival documents

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 code: 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.

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 in II.2.14) Additional Information (and/or equivalent) under and in connection with the procurement.

II.2.14) **Additional information**

ISO27001 – Information Security Standard  
BS 7858 – Security Screening.

II.2) **Description**

II.2.1) **Title:**

Combined Records Information Management, Digital Workflow and Cloud Hosting Solutions and Additional Services

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 code: UK UNITED KINGDOM

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

- 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.

Crown Commercial Service wish to bring to your attention that it is expected that to participate in this Lot 5 procurement, bidders will be required to demonstrate that they are certified for the services listed below in II.2.14) Additional Information (and/or equivalent) under and in connection with the procurement.

**II.2.14) Additional information**

- ISO27001 – Information Security Standard
- ISO27002 – Information Security Code of Practice
- BS EN 15713 – Secure Destruction of Confidential Material
- BS 7858 – Security Screening
- ISO9001 – Quality Management Systems
- BS10008 – Electronic Information Management
- ISO14001 – Environmental Management

Suppliers will be required to follow and demonstrate compliance with relevant NCSC Guidance.

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

12/10/2020

**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

**Section VI: Complementary information**

**VI.3) Additional information:**

1) Crown Commercial Service in conjunction with its partner YPO invites suppliers to state their expression of interest in this tender by emailing [RM6175recordsmanagement@crownccommercial.gov.uk](mailto:RM6175recordsmanagement@crownccommercial.gov.uk) no later than midday on Friday 25<sup>th</sup> September and providing the following information:

- (a) Organisation Name;
  - (b) Representative contact name, job title, email address and/or mobile number;
  - (c) Confirm YES or NO to contact information being input within CCS Salesforce System in line with GDPR requirements; and
  - (d) State which lot(s) interested in.
- 2) Suppliers are advised to draw their attention to the certification requirements specific to each Lot state 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://crownccommercialservice.bravosolution.co.uk>
- 4) 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 4 years (48 months).
- 6) The date in II.3) is the estimated date of publication, please refer to the CCS website page Upcoming Deals — RM6175 Records Information Management, Digital Solutions and Associated Services for updates and monitor Tenders Electronic Daily for the publication of the OJEU contract notice.
- The use of Cyber Essentials or Cyber Essentials Plus is being considered at framework and call off level and will be confirmed to the market prior to or at OJEU release.

Additional CPV Codes:

63121100  
64216200  
79131000  
79996100  
92512000  
48311100  
72512000  
79212000  
79212200  
79311000  
79311200  
79410000  
79995100  
72312000  
72312100  
72312200  
72313000  
79995200  
92512100  
48000000  
48773100  
48800000  
48782000  
72212772



72220000

72222100

72222200

72222300

72223000

This prior information notice replaces the previous PIN issued on the 3 September 2020 — <https://ted.europa.eu/udl?uri=TED:NOTICE:421553-2020:TEXT:EN:HTML>

VI.5) **Date of dispatch of this notice:**  
15/09/2020