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**United Kingdom-Liverpool: Records management
2015/S 241-437566**

Prior information notice

Services

Directive 2004/18/EC

Section I: Contracting authority

I.1) Name, addresses and contact point(s)

The Minister for the Cabinet Office acting through Crown Commercial Service
9th Floor, The Capital Old Hall Street
L3 9PP Liverpool
United Kingdom
Telephone: +44 3450103503
E-mail: supplier@crowncommercial.gov.uk , enablement@crowncommercial.gov.uk

Internet address(es):

General address of the contracting authority: <http://ccs.cabinetoffice.gov.uk>
Address of the buyer profile: <https://gpsesourcing.cabinetoffice.gov.uk>

Further information can be obtained from:

Supplier Service Desk
9th Floor, The Capital, Old Hall Street
L3 9PP Liverpool
United Kingdom
Telephone: +44 3450103503

I.2) Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local sub-divisions

I.3) Main activity

Other: public procurement

I.4) Contract award on behalf of other contracting authorities

Section II.B: Object of the contract (Supplies or services)

II.1) Title attributed to the contract by the contracting authority:

Multifunctional Devices, Managed Print and Content Services and Records and Information Management.

II.2) Type of contract and place of delivery or of performance

Service category No 27: Other services
UK.
NUTS code UK

II.3) Information on framework agreement

II.4) Short description of nature and quantity or value of supplies or services:

The Information Content Management (ICM) Category within Crown Commercial Service (CCS) is in the process of developing its Category Strategy to ensure the category is pro-actively aligning with market advancements and developing the best 'integrated' commercial solutions to initiate providing CCS customers

with a full hybrid Information Management solution, which incorporates a combination of (Managed) Print, Post, Courier, Records Storage and Office Supplies category services.

The ICM Document Storage and Devices (DS&D) category recently undertook an extensive stakeholder review looking at customers print and records storage requirements, resulting in the production of the DS&D 'go-to market' category strategy.

This engagement confirmed that customers are ready for a step change, recognising that a reduction in public sector print volumes and increased digitisation has also seen the accelerated move of the Multifunctional Devices (MFDs) supply base into the digital arm of Records Management (RM).

By combining the current RM1599 Multifunctional Devices and Services, Managed Print Services and Print Audit Services and RM1689 Document Storage Frameworks, this new approach will reflect the changing and maturing needs of current customers, as well as capture the needs of future potential customers who are increasingly demanding such solutions and whose custom is dependent upon keeping up with both market and customer change in the management of its information.

The ICM Category and DS&D sub-category continues to work with both the Government Digital Service (GDS) and The National Archives (TNA) to introduce first generation service lines enabling customers to be TNA compliant and will continue to work closely and strengthen our strategic relationship with YPO and ESPO (Public Buying Organisation's) in a collaborative approach to the market.

The Category's current position, in line with stakeholder engagement, is for a proposed Lot structure that is broken down into 7 individual Lots reflecting both our existing customers' expectations and providing further opportunities for additional customer on-boarding.

The proposed lot structure is as follows:

Lot 1: Print Equipment and Entry Level Print Management Software.

— Scope of services: Limited range of pre specified Multifunctional Devices. Basic print management software. On-line, supplier managed web portal for catalogue ordering.

Lot 2: Multifunctional Devices and Print Management Services.

— Scope of services: Extension of Lot 1 catalogue offering full range of MFDs to large Print Room equipment and extended Print Management software services.

Lot 3: Managed Print and Content Management Services.

— Scope of services: Outsourced service tailored to provide Managed Print Services centred around print infrastructure strategies or Content Management solutions involving elements such as Hybrid Mail, EDRMS and workflow automation / optimisation.

Lot 4: Records Information Management Service.

— Scope of services:

— Off Site Records Management services (full end-to-end services including Intake, Retrieval, Return, Storage and Shredding);

— Off Site storage of Inactive records;

— Off and/or On Site Scanning services;

— Off and/or On Site Shredding, Destruction and Disposal Services;

— Off and On Site Combined Records Information Management Services;

— Off and/or On Site Specialist Services: Cataloguing, Indexing, Repair, Appraisal and Selection services.

(NB. Suppliers will be expected to provide all of the above as a single end to end service or as individual service lines relative to individual customer requirements).

Lot 5: Scanning services.

— Scope of services: One-off Scanning projects.

Lot 6: On and/or Off Site Sensitivity Review services.

— Scope of services: Identify material that should be retained within the department as the record is too sensitive for publishing or transferred to The National Archives for release in the public domain.

Lot 7: Audit and Consultancy.

— Scope of services: Independent audit and consultancy services, covering both Print and Records Management to support organisational strategy development, design and implementation/delivery of Information/Content Management solutions.

This arrangement may have a term of up to 48 months.

Multifunctional Devices, Managed Print and Content Services and Records and Information Management will be available for all public sector customers.

The purpose of the PIN is to:

1. Give advance notice that Crown Commercial Service (CCS) as the Contracting Authority, is to consider undertaking a tendering exercise to set up a new contracting vehicle to service Central Government and Wider Public Sector Organisations for their Multifunctional Devices, Managed Print and Content Services and Records and Information Management and additional services requirements.

In setting out the proposed Lot structure as detailed above CCS will consider a variety of contracting vehicles (e.g. framework(s), direct contracts and/or dynamic purchasing models for all or part of the requirement) in order to demonstrate a leaner sourcing approach and deliver greater value for money.

2. Gauge the market interest in this procurement.

3. Identify suppliers who would like to participate in an Industry Boot Camp. This will explain the business requirements and current procurement strategy in more detail and the intended outcome. It will provide an opportunity for suppliers to engage, ask questions and seek feedback.

The Industry Boot Camp event will take place on:

Date: Wednesday 13.1.2016.

Venue: Liverpool City Centre — (location to be provided following confirmation of attendance).

Registration: 10:00-10:20 am.

Start time: 10:30 am prompt.

Finish time: 11:45 am approximately.

The order of the day will include 2 presentations. The first will be from CCS on the procurement strategy and time-scales and the second from The National Archives (TNA) regarding transfer of records to TNA by government departments under the 20 year Rule. An open forum Q&A session will follow the presentations.

Suppliers will also be given the opportunity to discuss the procurement strategy with representatives from CCS and its partners from, YPO and ESPO in a 1-2-1 session, provide comments on the proposed Lot strategy and discuss options and routes to market.

In order to provide suppliers with this opportunity the 1-2-1 sessions will take place over a 2-day period.

— The first day will be on Wednesday 13th January (face-to-face meetings) and will follow on from the morning presentations and Q&A session. These sessions will cover Lots 1, 2, 3 and 7 only and will last for a maximum of 15 minutes per session.

— The second day will be Thursday 14th January (via Dial-in — details provided following registration) and will cover Lots 4, 5, 6 and 7 only and will last for a maximum of 15 minutes per session.

Wednesday 13th January 2016: following morning presentations and Q&A session.

Covering Lots 1, 2, 3 and 7 only.

Please note there will be 3 sessions running concurrently under each time-slot, therefore a total of 27 sessions will be available to take place on this day.

— 12:00-12:15 (3) 12:20-12:35 (3) 12:40-12:55 (3);

— 13:00-13:15 (3) 13:20-13:35 (3) 13:40-13:55 (3);

— 14:00-14:15 (3) 14:20-14:35 (3) 14:40-14:55 (3).

Thursday 14.1.2016: 1-2-1 meetings via Dial-in Covering Lots 4, 5 6 and 7 only.

Please note there will be 2 sessions running concurrently under each time-slot, therefore a total of 18 sessions will be available to take place on this day.

— 10:00-10:15 (2) 10:20-10:35 (2) 10:40-10:55 (2);

— 11:00-11:15 (2) 11:20-11:35 (2) 11:40-11:55 (2);

— 14:00-14:15 (2) 14:20-14:35 (2) 14:40-14:55 (2).

The structure of the sessions above has been devised in order to best accommodate all suppliers requiring a 1-2-1.

Within the 1-2-1 sessions CCS will be seeking supplier's views in particular on the following areas:

— The physical storage of Inactive Records;

— Management of exit costs — legacy and future agreements;

— Merits of purchasing pre-specified MFD's via an on-line portal;

— Distinction between 'Managed print' and 'Information Content Management'.

If you would like to register your attendance at the Industry Boot Camp, please email

officesolutionsdo@crownccommercial.gov.uk including 'Industry boot camp' within the subject line and provide the following information:

1. Contact details of those attending (Name, Company Name, Job Title, Company Address, Direct Contact number). No more than 2 attendees per supplier permitted;
2. Confirm whether or not you would require a 1-2-1 session;
3. If you do require a 1-2-1 session, please state the date preferred (13th or 14th January only) the specific Lot(s) of interest;
4. State up to a maximum of 3 preferred time-slots.

CCS will endeavour to accommodate all suppliers in booking a session on their chosen date(s) and nominated time-slot(s). However, there may be instances when all choices have been pre-booked by other suppliers meaning that all remaining time-slots are either unsuitable or already taken.

Deadline for registration: No later than 17:00 on Friday 8.1.2016.

Details of the venue will be provided once you have registered your attendance.

Following on from the Industry Boot Camp, suppliers wishing to participate in this tender can register via the CCS e-Sourcing system, details of which can be found on <http://ccs.cabinetoffice.gov.uk/i-amsupplier/respond-tender>

The Contract Notice to be published in OJEU in early 2016.

Estimated cost excluding VAT:

Range: between 500 000 000 and 700 000 000 GBP

Lots

This contract is divided into lots: yes

II.5) Common procurement vocabulary (CPV)

79996100, 30100000, 30121000, 30121100, 30121200, 30121300, 30123000, 30125000, 30192400, 48311100, 48613000, 50310000, 50313000, 50313100, 50313200, 63121000, 63121100, 64216200, 72212311, 72212780, 72220000, 72221000, 72228000, 72512000, 79131000, 79212000, 79212200, 79311000, 79311200, 79410000, 79521000, 79800000, 79810000, 79811000, 79820000, 79821000, 79995100, 79996100, 79999100, 92512000, 92512100

II.6) Scheduled date for start of award procedures

II.7) Information about Government Procurement Agreement (GPA)

The contract is covered by the Government Procurement Agreement (GPA): yes

II.8) **Additional information:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Information about lots

Title attributed to the contract by the contracting authority:

Lot No: 4

Lot title: Records Information Management Service

1) **Short description:**

- Off Site Records Management services (full end-to-end services including Intake, Retrieval, Return, Storage and Shredding);
- Off Site storage of Inactive Records;
- Off and/or On Site Scanning Services;
- Off and On Site Combined Records Information Management Services;
- Off and/or On-site Shredding, Destruction and Disposal Services;
- Off and/or On Site Specialist Services: Cataloguing, Indexing, Repair, Appraisal and Selection Services.

2) **Common procurement vocabulary (CPV)**

72512000, 92512100, 64216200, 48613000, 79995100, 48311100, 79999100, 63121100, 72512000, 92512000, 63121000, 72212311

5) **Additional information about lots:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Title attributed to the contract by the contracting authority:

Lot No: 1

Lot title: Print Equipment and Entry Level Print Management Software

1) **Short description:**

Limited range of pre specified Multifunctional Devices. Basic print management software. On-line web portal for catalogue ordering.

2) **Common procurement vocabulary (CPV)**

30121100, 30121300, 50313200, 30125000, 30192400, 30100000, 30121200, 50310000, 50313100, 30123000, 79521000, 50313000

5) **Additional information about lots:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Title attributed to the contract by the contracting authority:

Lot No: 3

Lot title: Managed Print and Content Management Services

1) **Short description:**

Outsourced service tailored to provide Managed Print Services centred around print infrastructure strategies or Content Management solutions involving elements such as Hybrid Mail, EDRMS and work-flow automation/optimisation.

2) **Common procurement vocabulary (CPV)**

79800000, 30123000, 72212311, 72512000, 30121100, 50313200, 92512000, 79820000, 79821000, 48311100, 64216200, 79810000, 79995100, 72212780, 30121200, 79811000, 50313100, 79521000, 50310000, 30125000, 79999100, 30192400, 48613000, 79131000, 30121300, 50313000, 30100000

5) **Additional information about lots:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Title attributed to the contract by the contracting authority:

Lot No: 6

Lot title: Sensitivity Review Services

1) **Short description:**

Identify material that should be retained within the department as the record is too sensitive for publishing or transferred to The National Archives for release in the public domain.

2) **Common procurement vocabulary (CPV)**

79996100, 79995100, 63121100, 72512000, 79410000, 79999100, 92512000, 92512100, 63121000, 48311100

5) **Additional information about lots:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Title attributed to the contract by the contracting authority:

Lot No: 5

Lot title: Scanning Services

1) **Short description:**

One Off Scanning Projects.

2) **Common procurement vocabulary (CPV)**

72512000, 63121100, 48311100, 79995100, 72512000, 63121000, 92512100, 92512000, 79996100

5) **Additional information about lots:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Title attributed to the contract by the contracting authority:

Lot No: 7

Lot title: Audit and Consultancy

1) **Short description:**

Independent audit and consultancy services, covering both Print and Records Management to support organisational strategy development, design and implementation/delivery of Information/Content Management solutions.

2) **Common procurement vocabulary (CPV)**

79410000, 72220000, 72228000, 79212200, 79212000, 72512000, 79311000, 79311200, 72221000

5) **Additional information about lots:**

Title attributed to the contract by the contracting authority:

Lot No: 2

Lot title: Multifunctional Devices and Print Management Services

1) **Short description:**

Scope of services: Extension of Lot 1 catalogue offering full range of MFDs to large Print Room equipment and extended Print Management software services.

2) **Common procurement vocabulary (CPV)**

79800000, 79821000, 50313100, 79521000, 30121100, 30100000, 79811000, 50313200, 30121200, 30125000, 30121300, 50313000, 79820000, 30123000, 50310000, 79810000, 30192400

5) **Additional information about lots:**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction.

Section III: Legal, economic, financial and technical information

III.1) **Conditions relating to the contract**

III.1.1) **Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them:**

III.2) **Conditions for participation**

III.2.1) **Information about reserved contracts**

Section VI: Complementary information

VI.1) **Information about European Union funds**

The contract is related to a project and/or programme financed by European Union funds: no

VI.2) **Additional information:**

This Market Engagement will be managed electronically via the Crown Commercial Service's e-Sourcing Suite. To participate in this Market Engagement, participants must first be registered on the e-Sourcing Suite.

If you have not yet registered on the eSourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for CCS eSourcing'. 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. Full instructions for registration and use of the system can be found at: <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Note that, by registering for the eSourcing Suite in this way, you will then be in a position to express an interest in any future procurements run by Crown Commercial Service.

Once you have registered on the eSourcing Suite, a registered user can request access to the Market Engagement. This is done by emailing: expressionofinterest@ccs.gsi.gov.uk

Your email must clearly state: the name and reference for the Market Engagement; the name of the registered supplier; and the name and contact details for the registered individual sending the email. Crown Commercial Service will process the email and then enable the supplier to access the Market Engagement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done.

As a user of the e-Sourcing Suite you will have access to Emptoris email messaging service which facilitates all messages sent to you and from you in relation to any specific RFX event. Please note it is your responsibility to access these emails on a regular basis to ensure you have sight of all relevant information.

For technical assistance on use of the e-Sourcing Suite please contact the Crown Commercial Service Support Desk email: enablement@ccs.gsi.gov.uk

From 2.4.2014 the Government is introducing its new Government Security Classifications (GSC) classification scheme to replace the current Government Protective Marking Scheme (GPMS). A key aspect of this is the reduction in the number of security classifications used. All potential suppliers should make themselves aware of the changes as it may impact on this Requirement. The link below to the Gov.uk website provides information on the new GSC: <https://www.gov.uk/government/publications/government-security-classifications>

VI.3) **Information on general regulatory framework**

Relevant governmental Internet sites where information can be obtained

Tax legislation <https://www.gov.uk/government/organisations/hm-revenue-customs/services-information>

Environmental protection legislation <http://www.legislation.gov.uk/ukpga/1990/43/contents>

Employment protection and working conditions <https://www.gov.uk/browse/employing-people>

VI.4) **Date of dispatch of this notice:**

9.12.2015