



# **RM3781: Multifunctional Devices, Managed Print and Content Services and Records Information Management**

## **Lot 5: Scanning Services**

### **Guidance Document: Why Lot 5?**

#### **Issue 1.3**

**Framework Expires: 24 October 2020**

**OJEU Contract Notice: 2016/S 151-274459**

### What is the Lot 5 service provision?

- On and/or Off site
- Pre-scanning preparation services
- Document Scanning and Digitising paper images
- Scanning and Digitising other media (*e.g. microfilm, microfiche, notebooks, wall charts, maps*)
- Bulk Scanning project management
- Digital media storage (*hosting of scanned images on supplier's system or your own repository*)
- Storage of records
- Destruction and Archive services
- Consumables items (*e.g. boxes, barcodes, parcel tape, pallets (euro and British standard)*)
- Transport services
- Helpdesk services (*core hours and/or 24/7 available*)
- Pre-scanning preparation services
- Hand written notes / A0 Wall charts

### How many suppliers are available?

There are four (4) Suppliers available under this Lot. Each can provide the full range of services stated within the Lot 5 framework specification of requirements.

In order to obtain your service under Lot 5 you will be required to undertake a further competition exercise, inviting all suppliers to bid for your requirement. Direct award is not permitted.

Once you have identified your winning Supplier you can agree and award a formal contract to that Supplier, and the contractual details of your agreement should be entered into a Call Off Agreement.

A copy of the Call Off Agreement (listed on web page as Call Off Order Template) is located within the 'Document' tab on the RM3781 framework page. You may use this document, or alternatively your own order form. If using your own order form, **please ensure you quote RM3781 within the agreement in order for the framework terms and conditions to apply.**

Supplier contact information is available at the end of this Customer Guidance document.

### What information do I need to know before undertaking my Further Competition

You may find some of the following suggestions useful:

- ✓ Know how you want your service to be performed by the Supplier and incorporate this clearly within your specification of requirements at further competition.
- ✓ Know, or at least be able to estimate the volume of records required to be scanned and where possible the breakdown of paper and other media formats and if possible, over what period of time they need to start and be completed. This will help both you and your Supplier in project planning the delivery of your contract and identifying critical milestones and priorities.
- ✓ Have an indication of range of page sizes for paper records i.e. A4, A5 etc.
- ✓ Have an indication of file content size for paper records – and whether all of part of the content requires scanning.
- ✓ Know what types of scanning activity is required i.e. single/double sided, is pre-scanning activity required in none, some or all instances.
- ✓ Whether you require the supplier to hold the image for a period of time or whether it is to be loaded onto your own repository system within a specific time period.
- ✓ Where possible, know your current spend per annum on Scanning services. This will help you baseline your current costs and establish exactly where savings are achieved following your further competition.
- ✓ Do you require transport services or will use an alternative contracted provision?
- ✓ Do you require consumable items or will use an alternative contracted provision?

### What weightings can I use at further competition?

When conducting a further competition, you are able to test the supplier's responses to you specific requirements on both quality and price.

You may determine your criteria and weighting within the following ranges:

Price: 30-50%	Quality: 50-70%
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Further information on weightings can be found within CCS website (refer to link below) inside the 'Document's tab. <http://ccs-agreements.cabinetoffice.gov.uk/contracts/rm3781>

### The overarching Framework Agreement and your Call Off Agreement following further competition

The Framework Agreement is the overarching contract between each of the Suppliers and CCS. This agreement is for four years and expires 26<sup>th</sup> October 2020.

During this four year period, you are able to undertake a further competition with the Lot 5 Suppliers awarding your contract - called a Call Off Agreement - to your winning Supplier **for a maximum of three [3] years.**

### Pricing

The framework rates are the maximum rates the Suppliers can charge at any point during the overarching Framework Agreement. These rates will remain fixed for the first two [2] contract years of the Framework Agreement between the Supplier and CCS.

When you undertake a further completion, it is expected the Suppliers will reduce these rates again in order to obtain your business.

### Supplier Contact Details

Customers are strongly advised to engage early with all suppliers when considering Lot 5.

<u>Supplier</u>	<u>Service Information</u>	<u>Further Competition Tenders to:</u>
Cleardata UK Ltd	Jan Cahill 0800 046 8081 sales@cleardata.co.uk	sales@cleardata.co.uk
Restore	Becky Rowarth Office: 01293 787257 Mobile: 07860189203 Email: <a href="mailto:becky.rowarth@restore.co.uk">becky.rowarth@restore.co.uk</a>	<a href="mailto:tenders@restore.co.uk">tenders@restore.co.uk</a>
Williams Lea Ltd	Andrew Howarth Client Services Manager Mobile: 07990 802 358 Email: <a href="mailto:andrew.howarth@wlt.com">andrew.howarth@wlt.com</a>	<a href="mailto:RM3781.enquiries@wlt.com">RM3781.enquiries@wlt.com</a>
Xerox (UK) Ltd	Steve Young Mobile: 07713 191 521 Email: <a href="mailto:steve.young@xerox.com">steve.young@xerox.com</a>	<a href="mailto:uxb.bidteam@xerox.com">uxb.bidteam@xerox.com</a>