

United Kingdom-Ripley: Document management services

OJ S 14/2020 21/01/2020

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Futures Housing Group Ltd

Town: Ripley

NUTS code: UK United Kingdom

Country: United Kingdom

Contact person: Procurement Team

E-mail: procurementteam@futureshg.co.uk

Internet address(es):

Main address: www.futureshg.co.uk

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.procuringourfutures.co.uk

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: [www.](http://www.procuringourfutures.co.uk)

[procuringourfutures.co.uk](http://www.procuringourfutures.co.uk)

I.4. Type of the contracting authority

Body governed by public law

I.5. Main activity

Housing and community amenities

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Electronic Document and Records Management Solution (EDRMS), Digital Mailroom and Digital Signatures

Reference number: FH361

II.1.2. Main CPV code

72512000 Document management services

II.1.3. Type of contract

Services

II.1.4. Short description

Futures Housing Group is looking to establish whether there is an EDRMS that better suits the needs of the organisation, giving consideration to how this aligns strategically to the direction

of the ICT service in relation to areas such as the deployment of Microsoft/Office 365 and SharePoint; Cloud and digital transformation, factors which were not prevalent when the current Documotive solution was procured.

In addition, FHG are also looking to include extended capability beyond that of a core EDRMS: — digital mailroom — the digitisation of inbound and outbound mail using intelligent document creation and processing techniques, aligned with document scanning, document capture, postal payment technology, etc., and — digital signatures – an evolution of electronic signatures, providing greater security, that are used on digital documents and forms as proof of identity.

II.1.5. Estimated total value

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

48000000 Software package and information systems, 72000000 IT services: consulting, software development, Internet and support, 79571000 Mailing services

II.2.3. Place of performance

NUTS code: UK United Kingdom

II.2.4. Description of the procurement

An open tender in accordance with the published documents www.procuringourfutures.co.uk

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

II.2.7. Duration of the contract, framework agreement or dynamic purchasing system

Duration in months: 36

This contract is subject to renewal: yes

Description of renewals:

The option to extend for up to 2 years.

II.2.10. Information about variants

Variants will be accepted: no

II.2.11. Information about options

Options: no

II.2.13. Information about European Union funds

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

II.2.14. Additional information

Documentation can be accessed using the following link:

https://www.procuringourfutures.co.uk/?post_type=tenders&p=1726&preview=true

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure

IV.1.3. Information about a framework agreement or a dynamic purchasing system

IV.1.8. Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: no

IV.2. Administrative information

IV.2.2. Time limit for receipt of tenders or requests to participate

Date: 09/03/2020 Local time: 12:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7. Conditions for opening of tenders

Date: 09/03/2020 Local time: 12:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

VI.4. Procedures for review

VI.4.1. Review body

Official name: Royal Courts of Justice

Town: London

Country: United Kingdom

VI.5. Date of dispatch of this notice

20/01/2020