

**United Kingdom-London: Document management services**

OJ S 33/2016 17/02/2016

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Crown Prosecution Service

Postal address: 2 Southwark Bridge Road

Town: London

Postal code: SE1 9HS

Country: United Kingdom

For the attention of: Simon Whitehead

E-mail: [simon.whitehead@cps.gsi.gov.uk](mailto:simon.whitehead@cps.gsi.gov.uk)

Telephone: +44 2033570128

**Internet address(es):**General address of the contracting authority: [www.cps.gov.uk](http://www.cps.gov.uk)Address of the buyer profile: [www.cps.bravosolution.co.uk](http://www.cps.bravosolution.co.uk)**Additional information can be obtained from:**

the abovementioned address

**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

the abovementioned address

**Tenders or requests to participate must be submitted:** the abovementioned address**I.2. Type of the contracting authority**

National or federal agency/office

**I.3. Main activity**

Public order and safety

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

The contracting authority is purchasing on behalf of other contracting authorities: yes

Official name: National Crime Agency

Official name: Serious Fraud Office

Official name: Competition and Markets Authority

Official name: Government Legal Department

**Section II: Object of the contract**

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**II.1. Description****II.1.1. Title attributed to the contract by the contracting authority**

Electronic Preparation and Presentation of Evidence (EPPE).

**II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 27: Other services

Main site or place of performance: Crown courts and offices of the Crown Prosecution Service, Competition and Markets Authority, Serious Fraud Office and other government Departments, Agencies and Non Departmental Public Bodies. Some work e.g. scanning and building presentation packages will be undertaken on supplier premises.

NUTS code UK United Kingdom

### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

### **II.1.4. Information about framework agreement**

Framework agreement with several operators

#### **Duration of the framework agreement**

Duration in years: 2

### **II.1.5. Short description of the contract or purchase(s)**

This Framework Agreement shall be established to facilitate the Electronic Preparation and Presentation of Evidence in criminal cases and its presentation in a Tribunal setting.

The Framework Agreement shall be formed of five (5) Lots:

Lot 1: Presentation Packages — The design of graphics packages to illustrate the context of evidence for presentation purposes.

Lot 2: Hardware Provision — The supply and installation of visual display and audio equipment to equip the courtroom where the trial is being held to facilitate the electronic presentation of evidence.

Lot 3: Scanning Services — The conversion of paper based material into comprehensively indexed, searchable, e-document databases.

Lot 4: Video Conferencing — The provision of ad hoc video conferencing services between tribunal settings and individuals who have been permitted to give evidence remotely via video link.

Lot 5: Multimedia Editing — Provision of an ad hoc editing service to provide amended /redacted versions of multimedia recordings, often in the form of witness interviews.

### **II.1.6. CPV code(s)**

72512000 Document management services, 30230000 Computer-related equipment, 72212515 Video conferencing software development services, 32232000 Video-conferencing equipment, 32351100 Video-editing equipment, 48321000 Computer-aided design (CAD) software package, 79999100 Scanning services, 32231000 Closed-circuit television apparatus , 32321200 Audio-visual equipment, 48316000 Presentation software package, 72000000 IT services: consulting, software development, Internet and support, 48000000 Software package and information systems, 51314000 Installation services of video equipment, 44316400 Hardware, 32320000 Television and audio-visual equipment, 32323300 Video equipment, 79822500 Graphic design services

### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

### **II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

### **II.1.9. Information about variants**

## **II.2. Scope of the procurement**

### **II.2.1. Total quantity or scope**

This procurement is being managed by the Crown Prosecution Service (CPS) with assistance from the Serious Fraud Office (SFO) for the management or preparation of evidence to enable it to be presented to a Court in an electronic format. The potential suppliers will need to be able to provide at least one (1) or a combination of the following services listed above. Full details for each Lot can be found in the ITT. The Framework Agreement will be let under five (5) Lots where the principal requirement shall determine which of the five (5) Lots is called upon for each case. The Framework Agreement will also be available for other Government Departments, Agencies and Non Departmental Public Bodies (NDPB) to call-off against.

### **II.2.2. Information about options**

Options: yes

Description of options: The contract will be for a Framework Agreement that allows end users to call off as and when a requirement is identified. There are no guarantees as to if and when an end user will call-off against this Framework Agreement. However, there will be an option to extend the Framework Agreement for a total of up to twenty four (24) months.

### **II.2.3. Information about renewals**

This contract is subject to renewal: yes

## **II.3. Duration of the contract or time limit for completion**

Duration in months: 24 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Presentation Packages

#### **1) Short description**

The design of graphics packages to illustrate the context of evidence for presentation purposes.

#### **2) CPV code(s)**

48316000 Presentation software package, 48322000 Graphics software package

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

Duration in months: 24 (from the award of the contract)

#### **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.

Lot No: 2

Lot title: Hardware Provision

#### **1) Short description**

The supply and installation of visual display and audio equipment to equip the courtroom where the trial is being held to facilitate the electronic presentation of evidence.

#### **2) CPV code(s)**

44316400 Hardware, 32321200 Audio-visual equipment

#### **3) Quantity or scope**

#### **4) Indication about different time frame or duration**

Duration in months: 24 (from the award of the contract)

**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.

Lot No: 3

Lot title: Scanning Services

**1) Short description**

The conversion of paper based material into comprehensively indexed, searchable, e-document databases.

**2) CPV code(s)**

79999100 Scanning services, 72311100 Data conversion services, 72320000 Database services

**3) Quantity or scope**

**4) Indication about different time frame or duration**

Duration in months: 24 (from the award of the contract)

**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.

Lot No: 4

Lot title: Video Conferencing

**1) Short description**

The provision of ad hoc video conferencing services between tribunal settings and individuals who have been permitted to give evidence remotely via video link.

**2) CPV code(s)**

32232000 Video-conferencing equipment, 72212515 Video conferencing software development services, 48515000 Video conferencing software package, 51314000 Installation services of video equipment

**3) Quantity or scope**

**4) Indication about different time frame or duration**

Duration in months: 24 (from the award of the contract)

**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.

Lot No: 5

Lot title: Video Editing

**1) Short description**

Provision of an ad hoc editing service to provide amended/redacted versions of multimedia recordings, often in the form of witness interviews.

**2) CPV code(s)**

32351100 Video-editing equipment

**3) Quantity or scope**

#### **4) Indication about different time frame or duration**

Duration in months: 24 (from the award of the contract)

#### **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**

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#### **III.1. Conditions related to the contract**

##### **III.1.1. Deposits and guarantees required**

No deposits are required. Guarantee requirement, if any, will be stated in the tender documentation. Parent company (if applicable) guarantee may be required.

##### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

##### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

##### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: no

#### **III.2. Conditions for participation**

##### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: Suppliers Instructions: How to Express Interest in this Tender: 1. Register your company on the eSourcing portal (this is only required once) — Browse to the eSourcing Portal: <https://cps.bravosolution.com> and click the link to register — Accept the terms and conditions and click 'continue' — Enter your correct business and user details — Note the username you chose and click 'Save' when complete — You will shortly receive an email with your unique password (please keep this secure); 2. Express an Interest in the Tender — Login to the portal with the username/password — Click the 'PQQs / ITTs Open To All Suppliers' link. (These are Pre-Qualification Questionnaires or Invitations to Tender open to any registered supplier) — Click on the relevant PQQ/ ITT to access the content — Click the 'Express Interest' button in the 'Actions' box on the left-hand side of the page — This will move the PQQ /ITT into your 'My PQQs/ My ITTs' page. (This is a secure area reserved for your projects only) — You can now access any attachments by clicking the 'Settings and Buyer Attachments' in the 'Actions' box; 3. Responding to the Tender — You can now choose to 'Reply' or 'Reject' (please give a reason if rejecting) — You can now use the 'Messages' function to communicate with the buyer and seek any clarification — Note the deadline for completion, then follow the on-screen instructions to complete the PQQ/ ITT — There may be a mixture of online and offline actions for you to perform (there is detailed online help available). You must then publish your reply using the publish button in the 'Actions' box on the left hand side of the page. If you require any further assistance please consult the online help or contact the eTendering help desk.

##### **III.2.2. Economic and financial ability**

List and brief description of conditions: All interested parties are required to complete a Pre-Qualification Questionnaire (PQQ) in order to register their interest and be considered eligible for participation in this tender. The PQQ may be obtained by following the instructions at paragraph III.2.1.

### **III.2.3. Technical and professional ability**

List and brief description of conditions:

All interested parties are required to complete a Pre-Qualification Questionnaire (PQQ) in order to register their interest and be considered eligible for participation in this tender. The PQQ may be obtained by following the instructions at paragraph III.2.1.

### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. Information about staff responsible for the performance of the contract**

## **Section IV: Procedure**

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### **IV.1. Type of procedure**

#### **IV.1.1. Type of procedure**

Open

#### **IV.1.2. Information about the limits on the number of candidates to be invited**

Objective criteria for choosing the limited number of candidates: Financial, technical and economic criteria based on the information provided in response to the PQQ and as referred to above.

#### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

### **IV.2. Award criteria**

#### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Criteria below

1. Lot 1 — technical capability. Weighting 70
2. Lot 1 — price. Weighting 30
3. Lot 2 and 3 — technical capability. Weighting 30
4. Lot 2 and 3 — price. Weighting 70
5. Lot 4 — technical capability. Weighting 60
6. Lot 4 — price. Weighting 40
7. Lot 5 — technical capability. Weighting 40
8. Lot 5 — price. Weighting 60

#### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

### **IV.3. Administrative information**

**IV.3.1. File reference number attributed by the contracting authority**

PR 12/2016

**IV.3.2. Previous publication concerning this procedure**

no

**IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 30.3.2016 - 12:00

**IV.3.4. Time limit for receipt of tenders or requests to participate**

30.3.2016 - 12:00

**IV.3.5. Estimated date of dispatch of invitations to tender or to participate to selected candidates**

12.2.2016

**IV.3.6. Languages in which tenders or requests to participate may be submitted**

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

Date: 30.3.2016 - 13:00

Place: Official name: Crown Prosecution Service

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

**VI.2. Information about European Union funds**

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

**VI.3. Additional information**

The Contracting Authority intends to use an eTendering system in this procurement exercise and reserves the right to use a reverse auction. The contracting Authority reserves the right at any time to cease this tendering process and not award a contract.

**VI.4. Procedures for review**

**VI.4.1. Review body**

Official name: Crown Prosecution Service

E-mail: [simon.whitehead@cps.gsi.gov.uk](mailto:simon.whitehead@cps.gsi.gov.uk)

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

12.2.2016