

UK-Uxbridge: electronic data management (EDM)

OJ S 136/2012 18/07/2012

Contract notice

Supplies

Directive 2004/18/EC

Section I: Contracting authority

I.1. Name and addresses

Official name: The Hillingdon Hospital NHS Trust

Postal address: The Hillingdon Hospitals NHS Foundation Trust, Field Heath Road

Town: Uxbridge

Postal code: UB8 3NN

Country: United Kingdom

For the attention of: Andy Carrey

E-mail: Andy.Carrey@thh.nhs.uk

Telephone: +44 1895279896

Fax: +44 1895279434

Internet address(es):General address of the contracting authority: www.thh.nhs.ukAddress of the buyer profile: www.thh.nhs.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**

Body governed by public law

I.3. Main activity

Health

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

The contracting authority is purchasing on behalf of other contracting authorities: no

Section II: Object of the contract

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

T/Hill/118 EDRM System.

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

Supplies

Purchase

NUTS code UKI23 Outer London - West and North West

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

The notice involves a public contract

II.1.4. Information about framework agreement

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

Electronic data management (EDM). The Trust is seeking to implement an electronic system to manage more than half a million case notes housed both on and off site and via storage on a 3rd party data warehouse. Currently the sheer storage demands of this quantity of paper-based case notes and the level of security and management involved, is substantial. The retrieval and management of notes, at times, can be difficult to maintain to a level that ensures they were with the right clinician and in the right department at the right time.

To tackle the problem and kick-start a move to the potential of the acquisition of a more efficient, electronic patient records strategy, the Trust has taken the decision to invest in a specialist EDRM solution, involving the establishment of a high-end scanning operation on its own premises. It is the expectation that the facility, jointly set up with an EDRM system integrator in partnership with the Trust but managed by Trust staff will enable the scanning of case notes required for clinic appointments, as well as the case notes for all new patients. With the support and advice of the selected partner, the Trust propose the implementation of an electronic document and records management system (EDRMS) based on a records management tool and utilising the Trust's systems integration engine, integrated with the hospital's patient administration system (PAS) and clinical management systems (CMS), with a customised portal for access.

As patients are identified for out patient referral, existing physical records, newly received paper referrals etcetera will be scanned locally to populate the electronic case note. The proposed scanning solution will include an intelligent indexing to ensure the human interpretation of where forms should be filed is reduced, and provide a consistent filing approach. The electronic case note will be displayed with tabbed dividers, just as the current physical records folder to speed adoption by clinical and clerical staff.

Once a patient has been admitted to the hospital or seen within out-patients, the proposed system must provide a facility for the completion of forms electronically to enable records to be maintained and extract other data from hospital systems as appropriate.

For the creation of these forms and as part of this procurement, a software solution will be sought that will provide a solution to enable the conversion of these forms and many others from a paper base to an electronic format.

The final part of the proposed solution will be a system (and a provider) that, at the appropriate time, will securely destroy existing paper records.

Over time, it is the Trust's expectation that the EDRM solution will also be rolled out to a level that will include the records management of corporate all functions i.e. HR records, Finance records, etc.

II.1.6. CPV code(s)

48613000 Electronic data management (EDM)

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

The procurement is covered by the Government Procurement Agreement: no

II.1.8. Lots

This contract is divided into lots: yes
Tenders may be submitted for all lots

II.1.9. Information about variants

Variants will be accepted: no

II.2. Scope of the procurement

II.2.1. Total quantity or scope

It is anticipated that this project may be broken into specific lots:

- 1) A system to allow the creation of electronic forms (i.e. a process to convert paper records to an electronic format and supplementary fillable forms):
 - 2) Scanning Software to include Indexing and Retrieval Options (i.e. A structured database whereby the information is stored but linked to a patient for easy retrieval. It will also include comprehensive auditing and governance facilities to cater for e.g. recording the last access or update, by whom etc. and a (web based) user interface to the database for searching and retrieval of the information. This software should also be structured to present information in order of projected activity to enable easier and quicker access to the information:
 - 3) Hardware (and hardware support) to support the project (i.e. scanners, IT Hardware etc which may or may not include the acquisition of additional hardware/software to provide additional Data Storage) and
 - 4) A system/provider with the ability to process and destroy paper records once converted.
- At the authorities sole discretion this project may or may not be awarded to a single supplier.

Estimated value excluding VAT:

Range: between 1 500 000 and 2 750 000 GBP

II.2.2. Information about options

Options: no

II.2.3. Information about renewals

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

Duration in months: 60 (from the award of the contract)

Information about lots

Lot No: 1

- 1) **Short description**
- 2) **CPV code(s)**
48613000 Electronic data management (EDM)
- 3) **Quantity or scope**
- 4) **Indication about different time frame or duration**
- 5) **Additional information about lots**

Section III: Legal, economic, financial and technical information

III.1. Conditions related to the contract

III.1.1. Deposits and guarantees required

As contained within PQQ documents.

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

As contained within PQQ documents.

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

As contained within PQQ documents.

III.1.4. Contract performance conditions

The performance of the contract is subject to particular conditions: yes
Description of particular conditions: As contained within PQQ documents.

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: As contained within PQQ documents.

III.2.2. Economic and financial ability

List and brief description of conditions: As contained within PQQ documents.

III.2.3. Technical and professional ability

List and brief description of conditions:
As contained within PQQ documents.

III.2.4. Information about reserved contracts

III.3. Conditions specific to services contracts

III.3.1. Information about a particular profession

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

Section IV: Procedure

IV.1. Type of procedure

IV.1.1. Type of procedure

competitive dialogue

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

Envisaged minimum number 3: and Maximum number 6

Objective criteria for choosing the limited number of candidates: As provided within the PQQ documentation.

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 yes

IV.2. Award criteria

IV.2.1. Award criteria

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

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

T/Hill/118

IV.3.2. Previous publication concerning this procedure

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: 15.8.2012 - 12:00
Payable documents: no

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

15.8.2012 - 12:00

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

16.8.2012

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

English.

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

IV.3.8. Conditions for opening of tenders

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

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

Further information as required will be contained within the PQQ documentations GO
Reference: GO-2012713-PRO-4071613.

VI.4. Procedures for review

VI.4.1. Review body

Official name: The Hillingdon Hospital NHS Trust

Postal address: The Furze

Town: Uxbridge

Postal code: UB8 3NN

Country: United Kingdom

E-mail: Andy.Carrey@thh.nhs.uk

Telephone: +44 1895279896

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Body responsible for mediation procedures

Official name: The Hillingdon Hospital NHS Trust

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VI.4.2. Review procedure

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

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VI.5. Date of dispatch of this notice

13.7.2012