

**United Kingdom-Sheffield: Archiving services**

OJ S 183/2013 20/09/2013

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: North of England NHS Commercial Procurement Collaborative (NOE CPC)  
(hosted by and acting through Leeds and York Partnership NHS Foundation Trust)

Postal address: Don Valley House, Savile Street East

Town: Sheffield

Postal code: S4 7UQ

Country: United Kingdom

For the attention of: Category Specialist

E-mail: [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

Telephone: +44 8003684850

**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: yes

**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**

Storage, archiving and retrieval of Confidential records and Destruction of Confidential records

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

Services

Service category No 11: Management consulting services [6] and related services

Main site or place of performance: The following entities shall be eligible to utilise any resulting agreement(s):

NOE CPC member bodies as listed at: <http://www.noecpc.nhs.uk/node/208>, and any additional new CPC members for the duration of the contract, plus any other NHS/public sector bodies located in England, Wales, Scotland and Northern Ireland, subject to the approval of NOE CPC, including but not limited to Acute Trusts, Foundation Trusts,

Ambulance Trusts, Primary Care Trusts, Care Trusts, NHS Hospital Trusts, Foundation Trusts, Strategic Health Authorities, Health Boards, NHS Commissioning Boards, Clinical Commissioning Groups, Commissioning Support Units and other health organisations (Wales and Scotland), Health and Social Care Trusts (Northern Ireland), Mental Health Trusts, Special Health Authorities, Community Health Councils, Local Health Boards, Social Enterprises, NHS Collaborative Procurement Hubs/Organisations, GP Practices, Primary Care Commissioners, Department of Health, Public Health England and Local Authorities (where Local Authorities are engaged in the provision or commissioning of health related services, for example (but not limited to) the fields of healthcare, social care, early years care and public health).

For the avoidance of doubt the following is a list of our members on the date of publishing this ITT are Barnsley Hospital NHS Foundation Trust, Bradford Teaching Hospitals NHS Foundation Trust, Calderdale And Huddersfield NHS Foundation Trust, Chesterfield Royal Hospital NHS Foundation Trust, City Health Care Partnership, Countess Of Chester Hospital NHS Foundation Trust, Derbyshire Community Health Services NHS Trust, Derby Hospitals NHS Foundation Trust, Doncaster And Bassetlaw Hospitals NHS Foundation Trust, Harrogate And District NHS Foundation Trust, Health Education England, Heart Of England NHS Foundation Trust, Humber NHS Foundation Trust, Ipswich Hospital NHS Trust, James Paget University Hospitals NHS Foundation Trust, Leeds and York Partnership NHS Foundation Trust, Leeds Community Healthcare NHS Trust, Leeds Teaching Hospitals NHS Trust, Locala Community Partnerships CIC, Mid Yorkshire Hospitals NHS Trust, Northern Lincolnshire And Goole Hospitals NHS Foundation Trust, Northumbria Healthcare NHS Foundation Trust, Salisbury NHS Foundation Trust, Sheffield Children's NHS Foundation Trust, Sheffield Health & Social Care NHS Foundation Trust, Sheffield Teaching Hospitals NHS Foundation Trust, Sherwood Forest Hospitals NHS Foundation Trust, South West Yorkshire Partnership NHS Foundation Trust, Southend University Hospital NHS Foundation Trust, The Newcastle upon Tyne Hospitals NHS Foundation Trust, The Queen Elizabeth Hospital King's Lynn NHS Foundation Trust, The Rotherham NHS Foundation Trust, University Hospitals Of Leicester NHS Trust, York Teaching Hospital NHS Foundation Trust, Yorkshire Ambulance Service NHS Trust.

Listings of the entities eligible to utilise any resulting agreement(s), subject to the approval of NOE CPC, can be found at:

Acute Trusts: <http://www.nhs.uk/ServiceDirectories/Pages/AcuteTrustListing.aspx>

Primary Care Trusts ( pending changes under the modernisation of the NHS April 2013– see the NHS Commissioning Board website below): <http://www.nhs.uk/servicedirectories/Pages/PrimaryCareTrustListing.aspx>

Mental Health Trusts: <http://www.nhs.uk/ServiceDirectories/Pages/MentalHealthTrustListing.aspx>

Ambulance Trusts: <http://www.nhs.uk/ServiceDirectories/Pages/AmbulanceTrustListing.aspx>

Care Trusts: <http://www.nhs.uk/ServiceDirectories/Pages/CareTrustListing.aspx>

Strategic Health Authorities: <http://www.nhs.uk/ServiceDirectories/Pages/StrategicHealthAuthorityListing.aspx>

Special Health Authorities: <http://www.nhs.uk/ServiceDirectories/Pages/SpecialHealthAuthorityListing.aspx>

other English NHS bodies: <http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx>

Arms Length Bodies: <http://www.dh.gov.uk/en/Aboutus/OrganisationsthatworkwithDH/Armslengthbodies/Categorisationofarmslengthbodies/index.htm>

The NHS Commissioning Board ([www.commissioningboard.nhs.uk](http://www.commissioningboard.nhs.uk)) and other organisations involved in commissioning of primary care services via Clinical

Commissioning Groups – CCGs supported by the Commissioning Support Units – CSU's which will be responsible for commissioning most aspects of NHS care (or equivalent body /bodies established pursuant to legislation enacted as a result of, or in connection with, the White Paper, Equity and Excellence: Liberating the NHS published July 2010.

CCG: [www.commissioningboard.nhs.uk/ccg-details/](http://www.commissioningboard.nhs.uk/ccg-details/)

CSU: [www.commissioningboard.nhs.uk/appointments/csu](http://www.commissioningboard.nhs.uk/appointments/csu) The NHS Commissioning Board and other organisations involved in commissioning and/or overseeing General Practitioner services and GP consortia

GP Practices: <http://www.nhs.uk/servicedirectories/Pages/ServiceSearch.aspx>, and: <http://www.general-practitioners-uk.co.uk/>

and any other provider of primary medical services:

a) who are a party to any of the following contracts:

- General Medical Services (GMS),
- Personal Medical Services (PMS),
- Alternative Provider Medical Services (APMS) and/or

b) Commissioned by the NHS Commissioning Board or other organisations involved in commissioning or overseeing General Practitioner services, as described above.

Social Enterprises: [http://www.dh.gov.uk/prod\\_consum\\_dh/groups/dh\\_digitalassets/@dh/@en/documents/digitalasset/dh\\_119228.pdf](http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_119228.pdf)

Local Authorities:

<http://www.localgov.co.uk/index.cfm?method=directory.alpha>

NHS Wales (National Health Service for Wales) including but not limited to: Welsh Health Boards, Primary care services - GPs, pharmacies, dentists and optometrists, Hospital services, and community services, including those provided through community health centres and mental health services:

<http://www.nhsdirect.wales.nhs.uk/localservices/localhealthboards/>

NHS Scotland (National Health Service for Scotland) including but not limited to: NHS Boards, Hospitals, Primary care Services GPs, pharmacies, dentists and optometrists, Hospital services, and community services, including those provided through community health centres and mental health services:

<http://www.show.scot.nhs.uk/organisations/index.aspx>

NHS Northern Ireland (National Health Service for Northern Ireland) including but not limited to: Health and Social Care Trusts, Primary care Services GPs, pharmacies, dentists and optometrists, Hospital services, social care services and community services, including those provided through community health centres and mental health services:

<http://www.n-i.nhs.uk/>

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

Maximum number Envisaged maximum number of participants to the framework agreement  
: 5

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

Duration in years: 3

#### **Estimated total value of purchases for the entire duration of the framework agreement**

Estimated value excluding VAT:

Range: between 100 000 and 10 000 000 GBP

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

Storage, Archiving and Retrieval of Confidential Records and the Destruction of Confidential Records. The framework is made up of 2 lots with a maximum of 5 suppliers per lot

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

79995100 Archiving services, 79995200 Cataloguing services, 79995000 Library management 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**

Variants will be accepted: yes

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

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

**II.2.2. Information about options**

Options: yes

Description of options: The term may be extended by up to a further 12 months.

The numbers of suppliers per lot is envisaged at 6 per lot.

Provisional timetable for recourse to these options:  
in months: 12 (from the award of the contract)

**II.2.3. Information about renewals**

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

Duration in months: 36 (from the award of the contract)

Information about lots

Lot No: 1

Lot title: Storage, archiving, retrieval and destruction of confidential records

**1) Short description**

Off site Storage, retrieval, archiving and destruction of paper confidential records, i.e patient records, legal papers, financial documents and records etc, that may be produced by the NHS or other bodies as indicated below. Information governance and the protection of the data while in transit, being stored, returned or destroyed is of key importance, together with audit trails of access and compliance with destruction procedures. This lot will also require a level of scan on demand for urgent record retrieval.

**2) CPV code(s)**

79995100 Archiving services

**3) Quantity or scope**

maximum of 6 suppliers per lot

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

**5) Additional information about lots**

Instructions How to Express Interest in this Tender~: 1. Register your company on the eSourcing portal (once) - Browse to the eSourcing Portal: <https://noecpc.bravosolution.co.uk/web/login.shtml> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (keep secure). Once registered, please follow the steps to import your sid4health profile, the instructions to do so are in the 'Supplier Import guide' once logged in. You will then be able to express interest in the tender exercise that is of interest to you 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/ Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top 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 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen 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 submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help or contact the eTendering help desk at +44 8003684580 or [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

Lot No: 2

Lot title: Destruction of Confidential Records

**1) Short description**

Destruction of paper based confidential records, both on site and off site, protection of the records whilst in transit applicable to Information Governance requirements and data protection. Auditable destruction procedures.

**2) CPV code(s)**

79995100 Archiving services

**3) Quantity or scope**

maximum of 6 suppliers per lot

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

**5) Additional information about lots**

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## **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**

n/a

#### **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**

joint and several liability

#### **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: see the PQQ/MOI documents

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

List and brief description of conditions: Candidates may be disqualified who do not respond in accordance with the format and instructions of this requirement. Prior to entering your general information & Expressing an Interest in this requirement candidates are requested to provide their profile in Sid4gov. The NOE CPC utilizes the NHS Supplier Information Database (sid4gov) to manage & assess general pre-qualification info in the form of a profile. To register your profile on Sid4gov you must:

i) Obtain a Dun & Bradstreet (D&B) DUNS(R) Number to enable registration on sid4health. Normally its provided within 48 hours but may take up to 5 days. The DUNS(R) No. is the standard supplier coding for the NHS & must be obtained for trading with the NHS. Check if your company has a DUNS(R) No on the Sid4health registration page.

ii) Go to <https://sid4gov.cabinetoffice.gov.uk/login> and select Register Supplier Organisation & enter the first part or the whole of your organisation name or DUNS number. Click on Search, follow instructions to complete the registration or select an existing registration to create a new user account. (Candidates must publish at least one validated profile to make

their profile available for buyers to view generally - see Help page on Sid4gov within Profile Management for details). iii) ensure all mandatory fields of their Sid4gov profile are completed. D&B data will be supplied automatically by D&B.

iv) Where access to Sid4gov is unavailable, contact the sid4health Helpdesk: [sid4gov@gps.gsi.gov.uk](mailto:sid4gov@gps.gsi.gov.uk)

Once your sid4gov profile has been completed & validated progress to express interest in this tender as per section VI.3) Please ensure YOU keep your profile updated within Sid4gov regularly

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

List and brief description of conditions:

see the PQQ/MOI 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**

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

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

Restricted

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

Envisaged number of candidates: 12

Objective criteria for choosing the limited number of candidates: see PQQ/MOI document

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

### **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**

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

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

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

25.10.2013 - 17:00

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

4.11.2013

#### **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**

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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**

Instructions How to Express Interest in this Tender~: 1. Register your company on the eSourcing portal (once) - Browse to the eSourcing Portal: <https://noecpc.bravosolution.co.uk/web/login.shtml> and click the link to register - Accept the terms and conditions and click 'continue' - Enter your correct details - Note the username you chose and click 'Save' when complete - You will shortly receive an email with your unique password (keep secure). Once registered, please follow the steps to import your sid4health profile, the instructions to do so are in the 'Supplier Import guide' once logged in. You will then be able to express interest in the tender exercise that is of interest to you 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/ Invitations to Tender open to any registered supplier) - Click on the relevant PQQ/ ITT to access the content. - Click the 'Express Interest' button at the top 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 'Buyer Attachments' in the 'PQQ/ ITT Details' box 3. Responding to the tender - Click 'My Response' under 'PQQ/ ITT Details', you can choose to 'Create Response' or to 'Decline to Respond' (please give a reason if declining) - You can now use the 'Messages' function to communicate with the buyer and seek any clarification - Note the deadline for completion, then follow the onscreen 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 submit your reply using the 'Submit Response' button at the top of the page. If you require any further assistance please consult the online help or contact the eTendering help desk at +44 8003684580 or [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

#### **VI.4. Procedures for review**

##### **VI.4.1. Review body**

##### **VI.4.2. Review procedure**

Precise information on deadline(s) for review procedures: NOE CPC will incorporate a minimum 10 calendar day standstill period at the point information on the award of contract is communicated to tenderers, in accordance with Regulation 32A of the Public Contracts Regulations 2006. Any tenderer wishing to appeal the decision to award the contract, or after

the award of the contract appeal the award of the contract, shall have the rights set out in Part 9 of the Public Contracts Regulations 2006 and as amended in 2009 Remedies Directive and further amended in 2011.

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

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

18.9.2013