

**United Kingdom-Gillingham: Document management software development services**

OJ S 185/2016 24/09/2016

Contract notice

Supplies

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: Medway NHS Foundation Trust

Postal address: Green Zone, Level 1, Medway Maritime Hospital, Windmill Road

Town: Gillingham

Postal code: ME7 5NY

Country: United Kingdom

For the attention of: Mr Daniel Medley

E-mail: [daniel.medley@medway.nhs.uk](mailto:daniel.medley@medway.nhs.uk)

Telephone: +44 1634830000

**Internet address(es):**General address of the contracting authority: <http://www.medway.nhs.uk>**Additional information can be obtained from:**

Official name: Medway NHS Foundation Trust

Postal address: Green Zone, Level 1, Medway Maritime Hospital, Windmill Road

Town: Gillingham

Postal code: ME7 5NY

Country: United Kingdom

For the attention of: Mr Daniel Medley

E-mail: [daniel.medley@medway.nhs.uk](mailto:daniel.medley@medway.nhs.uk)

Telephone: +44 1634830000

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

Official name: Medway NHS Foundation Trust

Postal address: Green Zone, Level 1, Medway Maritime Hospital, Windmill Road

Town: Gillingham

Postal code: ME7 5NY

Country: United Kingdom

For the attention of: Mr Daniel Medley

E-mail: [daniel.medley@medway.nhs.uk](mailto:daniel.medley@medway.nhs.uk)

Telephone: +44 1634830000

**Tenders or requests to participate must be submitted:** Official name: Medway NHS Foundation Trust

Postal address: Green Zone, Level 1, Medway Maritime Hospital, Windmill Road

Town: Gillingham

Postal code: ME7 5NY

Country: United Kingdom

For the attention of: Mr Daniel Medley

E-mail: [daniel.medley@medway.nhs.uk](mailto:daniel.medley@medway.nhs.uk)

Telephone: +44 1634830000

**I.2. Type of the contracting authority**

### **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**

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### **II.1. Description**

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

Electronic Document Management (EDM).

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

Supplies

Purchase

NUTS code UKJ4 Kent

#### **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)**

Document management software package. Document management system. Document management software development services. Medway NHS Foundation Trust is looking to appoint a supplier to provide an EDMS that meets all our business requirements and then implement the preferred system to realise the benefits of aiming towards a paperless operation. Our key requirements are to be able to scan mass loads of existing paperwork, including patient records and to assist with future demand, access this data on mobile devices as well as in the office and Electronic functionality.

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

72212311 Document management software development services

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

The procurement is covered by the Government Procurement Agreement: no

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

Document management software package. Document management system. Document management software development services. Medway NHS Foundation Trust is looking to appoint a supplier to provide an EDMS that meets all our business requirements and then implement the preferred system to realise the benefits of aiming towards a paperless operation. Our key requirements are to be able to scan mass loads of existing paperwork, including patient records and to assist with future demand, access this data on mobile devices as well as in the office and Electronic functionality.

Estimated value excluding VAT:

Range: between 100 000 and 450 000 GBP

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

Options: no

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

This contract is subject to renewal: no

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

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

### **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**

See tender documentation.

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

See tender documentation.

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

See tender documentation.

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

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: See tender documentation.

#### **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: Covered in PQQ if applicable.

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

List and brief description of conditions: Covered in PQQ if applicable.

Minimum level(s) of standards possibly required: Covered in PQQ if applicable.

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

List and brief description of conditions:

PQQ and ITT related technical questions and experience.

Minimum level(s) of standards possibly required:

PQQ and ITT related technical questions and experience.

##### **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**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

## **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 minimum number 2: and Maximum number 6

Objective criteria for choosing the limited number of candidates: PQQ technical questions based on experience and appropriate references, preferably but not limited to NHS or a hospital setting. and Pass/fail criteria as set out in the PQQ/ITT document.

#### **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 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**

0107

#### **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: 28.10.2016 - 12:00

Payable documents: no

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

28.10.2016 - 12:00

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

#### **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**

Duration in months: 4 (from the date stated for receipt of tender)

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

Persons authorised to be present at the opening of tenders: no

### **Section VI: Complementary information**

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#### **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**

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

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

Official name: Daniel Medley

Postal address: Windmill Street, Medway Maritime Hospital

Town: Gillingham

Postal code: ME75NY

Country: United Kingdom

E-mail: [daniel.medley@medway.nhs.uk](mailto:daniel.medley@medway.nhs.uk)

Telephone: +44 1634837000

##### **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**

21.9.2016