

United Kingdom-Nottingham: Scanning services

OJ S 171/2018 06/09/2018

Contract notice

Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: HMRC

Postal address: Barkley House, Castle Meadow Road

Town: Nottingham

NUTS code: UK United Kingdom

Postal code: NG2 1BA

Country: United Kingdom

Contact person: Tom Atkins

E-mail: thomas.atkins@hmrc.gsi.gov.uk

Telephone: +44 7469023302

Internet address(es):

Main address: www.hmrc.gsi.gov.uk

I.3. Communication

Access to the procurement documents is restricted. Further information can be obtained at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/602155/SAP_Ariba_Sourcing_Professional_Suppliers_Guide

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted to the abovementioned address

I.4. Type of the contracting authority

Ministry or any other national or federal authority, including their regional or local subdivisions

I.5. Main activity

Other activity: Direct and Indirect Tax

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

HMRC Scanning Services

II.1.2. Main CPV code

79999100 Scanning services

II.1.3. Type of contract

Services

II.1.4. Short description

HMRC wishes to digitise as much incoming paper-based mail as possible and consolidate its scanning requirements under one outsourced service contract. Digitising incoming paper is part of HMRC's Digital Strategy. The service eliminates a significant percentage of the department's manual handling of paper, reducing the need for resource and storage. Currently HMRC has a service in place that scans structured and non-structured mail for downstream processing by a user, robot or automatic transactional processing. HMRC also has a separate service in place for the provision of evidential scanning to support its litigation work.

II.1.5. Estimated total value

Value excluding VAT: 18 000 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

72212311 Document management software development services, 72512000 Document management services

II.2.3. Place of performance

NUTS code: UK United Kingdom

Main site or place of performance: United Kingdom

II.2.4. Description of the procurement

HMRC is looking to procure an outsourced digital mail room and scanning service. The procurement will consolidate HMRC's scanning requirements under 1 service contract and leverage best value through economies of scale. The current scope of the new service includes but is not limited to:

- Structured and unstructured incoming paper-based mail. To receive, open, sort, log incoming paper-based mail and prepare documents for scanning. This is a core service,
- Evidential Scanning — Scanning and storage of evidential documents and material. This is a core service,
- Back Scanning — This would replace physical storage of paper records in local offices. This is an optional service,
- Microfiche and Microfilm Digitisation — The scanning and digitising of microfiche, currently held in a climate controlled facility. This is an optional service,
- Archive Scanning: The scanning of paper files currently held in the HMRC estate. This is an optional service.

II.2.5. Award criteria

Criteria below

Quality criterion - Name: Supplier Solution / Weighting: 20

Quality criterion - Name: Transition / Weighting: 10

Quality criterion - Name: Continuity of Service / Weighting: 10

Quality criterion - Name: Innovation / Weighting: 10

Quality criterion - Name: Relationship / Weighting: 10

Quality criterion - Name: Exit Management / Weighting: 5

Cost criterion - Name: Total Cost of Ownership / Weighting: 35

II.2.6. Estimated value

Value excluding VAT: 18 000 000,00 GBP

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

Duration in months: 36

This contract is subject to renewal: no

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

Suppliers should be mindful of HMRC's Digital Strategy and its associated objectives.

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Open procedure Accelerated procedure Justification:

Open procedure with Prior Information Notice allowing for reduced timescale.

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: 21/09/2018 Local time: 15:00

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.2.7. Conditions for opening of tenders

Date: 24/09/2018 Local time: 09:00

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement. A Supplier Day will be held 10:00 am — 12:00 pm on the 29.5.2016, Abbey House, Telford, TF2 9RG at which HMRC will share with the supplier community its thinking around the proposed to-be service. Subsequently suppliers

will have the opportunity to attend one-to-one sessions that will be held between May and June 2016 (details yet to be confirmed).

In order to register for the supplier day you will need to do so via HMRC's SAP Ariba tool which can be accessed via the link below:

The registration link is: <http://hmrc.supplier-eu.ariba.com/ad/register/SSOActions?type=full>

If you have any questions about registration please direct them towards the contact given in this notice

To view this notice, please click here:

<https://www.delta-esourcing.com/delta/viewNotice.html?noticeId=341337180>

GO Reference: GO-201893-PRO-13127450

VI.4. Procedures for review

VI.4.1. Review body

Official name: Not given

Town: Not given

Country: United Kingdom

VI.5. Date of dispatch of this notice

03/09/2018