

United Kingdom-Newark: Document management system
OJ S 232/2017 02/12/2017
Contract notice
Services

Legal Basis:

Directive 2014/24/EU

Section I: Contracting authority

I.1. Name and addresses

Official name: Newark and Sherwood Homes Ltd

Postal address: Castle House, Great North Road

Town: Newark

NUTS code: UK United Kingdom

Postal code: NG24 1BY

Country: United Kingdom

Contact person: Kristin McIntosh

E-mail: kristin.mcintosh@nshomes.co.uk

Telephone: +44 8452585550

Internet address(es):

Main address: www.nshomes.co.uk

I.3. Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at: www.delta-esourcing.com/respond/R3275296RU

Additional information can be obtained from the abovementioned address

Tenders or requests to participate must be submitted electronically via: www.delta-esourcing.com

I.4. Type of the contracting authority

Regional or local authority

I.5. Main activity

Housing and community amenities

Section II: Object

II.1. Scope of the procurement

II.1.1. Title

Provision of Document Management System 2018-23.

II.1.2. Main CPV code

48311100 Document management system

II.1.3. Type of contract

Services

II.1.4. Short description

Newark and Sherwood Homes are seeking to procure a Document Management System to support business operations.

It is envisaged that Newark and Sherwood Homes will award to a sole Contractor, responsible for the solution provision and ongoing technical support.

The Contract is due to commence in February 2018 for a period of 5 years with an option to extend for a further period of 2 years, contract term subject to satisfactory performance and mutual agreement.

II.1.5. Estimated total value

Value excluding VAT: 200 000,00 GBP

II.1.6. Information about lots

This contract is divided into lots: no

II.2. Description

II.2.2. Additional CPV code(s)

48311000 Document management software package, 72512000 Document management services, 79131000 Documentation services

II.2.3. Place of performance

NUTS code: UKF15 North Nottinghamshire

Main site or place of performance: Within the Newark and Sherwood District, Nottinghamshire.

II.2.4. Description of the procurement

The Company requires a Document Management System to operate on our existing Wintel server network which is provided and supported by Newark and Sherwood District Council. Their service to us includes providing ICT equipment, service and support for multiple sites and to our agile workforce, management of our servers and access to the internet via their firewall. We currently have approximately 140 users with 0.75 TB of data. We are not intending to migrate all data to the new system, relevant current documents will be transferred in an appropriate manner. Our initial storage capacity usage is likely to be as low as 0.25 TB and will expand as new data is created.

We are looking for a solution that will provide a suitable document storage area that will support enhanced capabilities from the existing Windows Server interface.

The Company will require assurance that the system can be tailored so it is bespoke to the Company's requirements and will ensure that all legal and Data protection requirements are fulfilled. Assurance will be required that the product will be supported for the duration of the contract with any software version upgrades to be included in the ITT pricing schedule.

The chosen supplier will be expected to deliver consultancy and support on appropriate configuration, best practice for delivering project aims, training and ongoing support to the Company implementation team/system leads as well as training and ongoing support to NSDC for system implementation and upgrades.

It is expected that the chosen supplier will have suitable proposed schedules for patch implementation and SLA's for technical support, supported by appropriate methods of logging issues such as email and telephone.

Newark and Sherwood Homes is a public limited company and has high integrity and data protection/security requirements. A key part of this process will be to ensure relevant controls, security and ethical standards are achieved. Solutions should support DPA and new GDPR data holding requirements.

The full technical specification requirements are detailed in the draft ITT documents.

II.2.5. Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6. Estimated value

Value excluding VAT: 200 000,00 GBP

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

Duration in months: 60

This contract is subject to renewal: yes

Description of renewals:

The Contract is due to commence in February 2018 for a period of 5 years with an option to extend for a further period of 2 years, contract term subject to satisfactory performance and mutual agreement.

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

To respond to this opportunity, please click here: <https://www.delta-esourcing.com/respond/R3275296RU>

If you experience any technical difficulties from accessing the above url, then please contact the Delta eSourcing Help-desk on call 0845 270 7050 or email helpdesk@delta-esourcing.com

Section III: Legal, economic, financial and technical information

III.1. Conditions for participation

III.1.2. Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3. Technical and professional ability

Selection criteria as stated in the procurement documents

Section IV: Procedure

IV.1. Description

IV.1.1. Type of procedure

Restricted procedure

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: 02/01/2018 Local time: 09:00

IV.2.3. Estimated date of dispatch of invitations to tender or to participate to selected candidates

Date: 08/01/2018

IV.2.4. Languages in which tenders or requests to participate may be submitted

English

IV.2.6. Minimum time frame during which the tenderer must maintain the tender

Duration in months: 6 (from the date stated for receipt of tender)

Section VI: Complementary information

VI.1. Information about recurrence

This is a recurrent procurement: no

VI.3. Additional information**VI.4. Procedures for review****VI.4.1. Review body**

Official name: Royal Courts of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

VI.4.2. Body responsible for mediation procedures

Official name: Royal Courts of Justice

Postal address: The Strand

Town: London

Postal code: WC2A 2LL

Country: United Kingdom

VI.4.3. Review procedure

Precise information on deadline(s) for review procedures:

The Contracting Authority will incorporate a minimum 10 calendar day standstill period at the point information on the award of the Contract to be awarded at conclusion of the procurement exercise begun by publication of this Contract Notice is communicated to tenderers. The Public Contracts Regulations 2015 provides for aggrieved parties who have been harmed or at risk by breach of those regulations to take action in the High Court (England, Wales and Northern Ireland), any such action must be brought within 30 days from the date the aggrieved party knew or ought to have known about the alleged breach. Where the contract has not been entered into the Court order the setting aside of the Award decision or order the Contracting Authority to amend any document and may award damages. If the Contract has been entered into the Court may only award damages or where award procedures have not been followed correctly may in certain circumstances declare the Contract to be ineffective.

VI.4.4. Service from which information about the review procedure may be obtained

Official name: The Cabinet Office

Postal address: Whitehall

Town: London
Postal code: SW1A 2AS
Country: United Kingdom

VI.5. Date of dispatch of this notice
30/11/2017