

Form of Tender

For the provision of

Off-site Document Management – Scanning, Storage, Archive, Retrieval & Destruction Services

CPU 6299

|  |  |  |
| --- | --- | --- |
| Published Date: |  |  |
| Return Date: |  |  |
| Return Time: | 15:00hrs GMT |  |

1. Quality Assessment Responses

Quality Assessment Instructions

Written responses should describe clearly and concisely how you would fulfil the requirements laid out in the specification. Please relate all responses to the specification provided.

For each response, please ensure that no more material is provided than is required to answer the question. In particular, please avoid the following:

* + - * 1. additional information outside the scope of the question;
        2. details about your company that have not been requested and don’t add clarity to the response;
        3. ‘Sales Pitch’ information.
        4. Stating that your organisation meets a requirements without any explanation as to how

For each written question, please ensure that no more material is provided than any limit stated in the question (for written responses this includes pictures / photographs and should use Ariel font size 12)

Please submit this document in the format of **Microsoft** **Word** and not as a PDF, or other alternative format.

Additional appendices or attachments, unless specifically requested in the Quality assessment Questions section, **will not be considered** as part of the submission, and will not count towards the score awarded for any element.

Please state the name of the organisation submitting the bid:

|  |  |
| --- | --- |
| **Organisation Name:** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Item** | **Question Weighting** | **Maximum Points** |
| **Statement of Requirements** | | |  |
| **Box Storage and Management** | | |  |
|  | Suppliers must set out in detail how they will ensure the security and safety of physical documents. This explanation must cover storage, types of site, security, security of systems used, training of personnel, security in transit between locations and the specific management of highly confidential and/or sensitive data and be in accordance with industry best practice.  Response: (1500 words maximum) | 5 | 25 |
| Response: | | | |
|  | Suppliers must set out in detail the specification of their strong room / archival storage which will be used to house documents that are required to be retained in perpetuity (such as property deeds and births/deaths/marriage registers).  Response: (1000 words maximum) | 5 | 25 |
| Response: | | | |
|  | Regarding the physical storage of boxes, suppliers must clearly set out in detail the process they will use to effectively identify, index, retrieve and dispose of physical documents. This should include standard response times and the service levels they can adhere to.  Response: (1000 words maximum) | 5 | 25 |
| Response: | | | |
|  | Suppliers to specify the box tracking software that will be used for box inventory by both the supplier and client, for the physical boxes to be tracked, recalled and returned. The functionality of the system and how the levels of user access is managed and the numbers at each level should be specified in detail.  Response: (1500 words maximum) | 5 | 25 |
| Response: | | | |
|  | Suppliers to set out how their delivery and collection process will work when returning or delivering documents to Nottingham City Council sites. A process map should be included for ease of understanding.  Response: (500 words maximum) | 3 | 15 |
| Response: | | | |
|  | Supplier to set out the types of management reports that Nottingham City Council will receive, along with the frequency and the format. These should include a monthly cost report specifically detailing box deliveries and collections, use of the scan on demand service, box destructions and the number of new boxes created, as set out in the specification at points 6.5.2 and 6.5.3.  Response: (1500 words maximum) | 4 | 20 |
| Response: | | | |
|  | Currently (as of January 2024) there are c.23,000 boxes in storage with the current provider. Up to 800 boxes can be uplifted per week. The new supplier should provide a proposed plan detailing the monthly increase in boxes transferred and the associated storage costs this will incur until full transfer has been achieved.  Response: (2000 words maximum) | 5 | 25 |
| Response: | | | |
|  | Nottingham City Council currently stores c2500 boxes in archival quality storage conditions, most with 75 and 100 year retention periods. Please specify how you could help us reduce the costs of this type of storage (i.e. Deeds and Births, Marriages and Deaths Registers).  Response: (1000 words maximum) | 3 | 15 |
| Response: | | | |
|  | A core strategic objective to this project is to maximise the outcomes and benefits of any solution against the costs of the new software and service over a five to ten-year period. Please provide information, case studies / white papers, on how your solution can support the financial efficiencies of Nottingham City Council and provide more effective service delivery.  Response: (1000 words maximum) | 3 | 15 |
| Response: | | | |
|  | The supplier must provide an outline migration plan for the transfer of data from Nottingham City Council’s current box tracking systems, including milestone dates.  Response: (1000 words maximum) | 3 | 15 |
| Response: | | | |
|  | NCC want to recharge separate areas of the council for the delivery, scanning, storage and destruction of the records held at the offsite storage provision and for service areas to take responsibility for their own information. Please explain how you can assist with this process.  Response: (1000 words maximum) | 3 | 15 |
| Response: | | | |
| **Digitisation/Scan on Demand Services** | | |  |
|  | In terms of digital storage, suppliers are to specify the document management system which will be provided to Nottingham City Council that will enable staff to access scanned files, and which will also act as an online document repository. The response should include any restrictions Nottingham City Council should be aware of (re. size of documents, storage capacity, and number of users). It should also specify the level and type of helpdesk support available to Nottingham City Council staff which will be included within the contract. It should specify how the levels of access can be managed to prevent any unauthorised access from Nottingham City Staff.  Response: (2000 words maximum) | 5 | 25 |
| Response: | | | |
|  | For the scan on demand service, suppliers should specify the process they will use to effectively identify and retrieve hard copy documents, index scanned documents and dispose of physical documents.  Response: (500 words maximum) | 3 | 15 |
| Response: | | | |
|  | Please summarise your experience and learning of scanning old / historical / hard to scan documents and any additional cost implications that come out of this process.  Response: (1000 words maximum) | 3 | 15 |
| Response: | | | |
|  | We have a significant amount of documents that have a retention periods that are over 70 years. Please explain what processes you would employ to ensure that the document types are still able to be retrieved and read in the future.  Response: (500 words maximum) | 3 | 15 |
| Response: | | | |
| **Box Contents Destruction** | | |  |
|  | Suppliers to set out the process for the physical destruction of the contents of boxes. This should reference the method of confidential destruction, the timescales involved and what audit information will be made available to Nottingham City Council.  Response: (750 words maximum) | 4 | 20 |
| Response: | | | |
|  | Suppliers to set out the process for the digital destruction of scanned files. This should reference how files are identified for destruction, the method of destruction, the timescales involved and what audit information will be made available to Nottingham City Council.  Response: (750 words maximum) | 4 | 20 |
| Response: | | | |
| **GDPR** | | |  |
|  | Please explain how you would deal with a data breach and what your steps you would take to inform Nottingham City Council and/or the Information Commissioners Office (ICO). Please advise that you would be able to cover any monetary penalties set by the ICO (‘financial penalty of up to 4% of the organisation’s turnover or £17.5 million whichever is higher’.)  Response: (500 words maximum) | 3 | 15 |
| Response: | | | |
| **Social and Added Value** | | |  |
|  | Suppliers must state how the delivery of their service will assist the Council to meet its aim to procure solutions that are more sustainable and cause the least possible environmental impact (through their scanning service, destruction process and box deliveries). Suppliers must also state how they can contribute to the Council’s commitment to reducing its overall carbon footprint by 2028. This must cover areas such as reducing energy use, recycling, reducing waste and minimising greenhouse gas emissions (see <https://www.cn28.co.uk/> for further details).  Response: (1000 words maximum) | 3 | 15 |
| Response: | | | |
|  | Highlight and explain any aspects of your proposal that offer added value or benefits (in addition to your financial offer):  • to the Council  • to local residents  Response: (500 words maximum) | 2 | 10 |
| Response: | | | |
|  | Please describe any products or services which you believe differentiate you from your competitors, and which would contribute additional value to this contract. Although you are working to a detailed specification, please demonstrate any areas where you believe an innovative approach would enhance the contract. Please note that any suggestions should be costed and included within your submission.  Response: (1000 words maximum) | 2 | 10 |

1. Priced Offer

I/We, having read the Invitation to Tender, Specification, Conditions of Contract and any other Documentation delivered to me/ us, do hereby offer our price to undertake the contract as described for the following prices:

|  |
| --- |
| 1) Fixed Price for providing the goods/services/carrying out the works as specified: |
| £ |
|  |
| Confirm figure in words: |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2) Prices for providing the goods/services/carrying out the works as specified: | | | |
|  |  |  |  |
| 1) | Rate 1 | £ | per month |
|  |  |  |  |
| 2) | Rate 2 | £ | per day |
|  |  |  |  |
| 3) | Rate 3 | £ | per hour |
|  |  |  |  |
| 4) | Rate 4 | £ | per mile |

**as outlined in Appendix submitted alongside this document.**

Suppliers should be aware that the prices stated above will be the prices charged to the Council, excluding VAT.

I/ We undertake in the event of your acceptance to execute with you a form of contract embodying all the conditions and terms contained in this offer.

I/ We understand that the costs of preparing this tender are to be borne entirely by the contractor.

I/ We agree that this is a wholly bona fide tender and the tender price will not be divulged to any person or body before the time for the submission of the tender.

I/ We understand that the lowest or any tender will not necessarily be accepted.

I/We confirm that my/our firm/company is/is not a subsidiary of a Holding Company.

|  |  |
| --- | --- |
| Name of Holding Company: |  |

I/ We further agree that this tender remain open for consideration for a period of not less than 90 days.

NB:

1. All prices should exclude VAT.
2. Rates shall be fixed for the full duration of the contract.
3. Collusive Tendering Certificate

I/We declare that:

This is a bona fide tender, intended to be competitive, and that I/we have not fixed or adjusted the amount of the tender by or in accordance with any agreement or arrangement with any other person.

I/We have not done and I/we undertake that I/we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

Communicating to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender except where disclosure, in confidence, of the approximate amount of the tender was necessary to obtain premium quotations required for the preparation of the tender.

Entering into any agreement or arrangement with any other persons that they shall refrain from tendering or as to the amount of any tender to be submitted.

Offering or paying or giving or agreeing to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above. We acknowledge that if we or anyone who acts on our behalf behaves improperly or commits offence sections 1, 2 or 6 of the Bribery Act 2010, the authority may cancel the contract and recover all costs and losses.

In this certificate, the word ‘person’ includes any legal or natural persons or anybody or association, corporate or unincorporated, and ‘any agreement or arrangement’ includes any such transaction, formal or informal, whether legally binding or not.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Dated this |  | | day of |  | 20 |
| Signature: |  | | | | |
| For and on behalf of: | |  | | | |
|  | | *(Name of firm or Company)* | | | |
| Status of signatory: | |  | | | |
|  | | *(e.g. Partner or Director)* | | | |

1. Tender Declaration

Note: Refusal to give this declaration and undertaking means that your tender will not be considered.

To INSERT

Having examined carefully and understood the Conditions of Tender, Conditions of Contract, Specification and all other documentation issued by the authority in connection with this tender,

|  |  |  |
| --- | --- | --- |
| I/We: |  | |
|  | | *(Name of Individual)* |
| Of: |  | |
|  | | *(Name of firm or Company)* |

hereby offer to supply the Services subject to the terms and conditions set out in such Conditions of Tender, Conditions of Contract, Specification and other documents (if any) at the prices and rates contained in the Pricing Schedule.

We certify that all information provided with and in support of this tender is correct and that any omission or error, deliberate or otherwise, may result in the tender being rejected, or any contract subsequently awarded being terminated.

We understand you are not bound to accept the lowest or any tender you may receive and you will not pay any expenses incurred by us in connection with the preparation and submission of this tender.

Unless and until a formal Contract is prepared and executed this Tender together with your written acceptance thereof shall constitute a binding Contract between us.

|  |  |  |  |
| --- | --- | --- | --- |
| Signature: |  | | |
|  | *Duly authorised agent of the Bidder* | | |
| Position held: |  | | |
| Name of Bidder: | | |  |
| Address of Bidder: | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
|  | |  | |
| Dated: | |  | |

**It must clearly be shown whether the Bidder is a Limited Company, Statutory Corporation, Partnership, or Single Individual, trading in their own or another name; and also if the person signing is not the actual Bidder, the capacity in which they sign or are employed.**