

UK-London: computer and related services

2008/S 32-044229

CONTRACT NOTICE

Services

SECTION I: CONTRACTING AUTHORITY

I.1) NAME, ADDRESSES AND CONTACT POINT(S):

Health Protection Agency, 61 Colindale Avenue, Contact: Procurement Team, Attn: Jennifer Barnett, UK-London NW9 5EQ . Tel. 020 83 27 66 75. E-mail: jennifer.barnett@hpa.org.uk. Fax 020 82 05 99 20.

Internet address(es):

General address of the contracting authority: www.hpa.org.uk.

Further information can be obtained at: As in above-mentioned contact point(s).

Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained at: As in above-mentioned contact point(s).

Tenders or requests to participate must be sent to: As in above-mentioned contact point(s).

I.2) TYPE OF THE CONTRACTING AUTHORITY AND MAIN ACTIVITY OR ACTIVITIES:

Body governed by public law.

Health.

The contracting authority is purchasing on behalf of other contracting authorities: no.

SECTION II: OBJECT OF THE CONTRACT

II.1) DESCRIPTION

II.1.1) Title attributed to the contract by the contracting authority:

Web Based Document Delivery System.

II.1.2) Type of contract and location of works, place of delivery or of performance:

Services.

Service category: No 07.

Main place of performance: HPA offices, Colindale, North West London

NUTS code: UKI23.

II.1.3) The notice involves:

A public contract.

II.1.4) Information on framework agreement:

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

The Health Protection Agency (HPA) is seeking to award a contract for a robust browser based delivery system providing secure and rapid dissemination of confidential documents to individual customers across the web. These customers may have multiple users and a user may have access to the documents for multiple customers. The principle purpose of the system will be to deliver Laboratory Reports generated in PDF format although the system needs to be able to handle any document type. The system should provide: secure and automated upload of rendered documents; temporary storage of said documents for each individual customer; email notification to customers alerting them to the availability of relevant documents; a secure interface enabling customers on the basis of permissions to easily access, download and flag their

documents. It should also provide a clear audit trail and the administrative housekeeping of stored documents, customer and user accounts. The system would be operated by the HPA on its own premises and require no software for customers other than a browser. Maintenance and system support for a period of 36 months after implementation is also to be included.

II.1.6) **Common procurement vocabulary (CPV):**

72000000, 72590000, 30250000, 30240000, 72521000.

II.1.7) **Contract covered by the Government Procurement Agreement (GPA):**

Yes.

II.1.8) **Division into lots:**

No.

II.1.9) **Variants will be accepted:**

No.

II.2) **QUANTITY OR SCOPE OF THE CONTRACT**

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

The Health Protection Agency (HPA) is seeking to award a contract for a robust browser based delivery system providing secure and rapid dissemination of confidential documents to individual customers across the web. These customers may have multiple users and a user may have access to the documents for multiple customers. The principle purpose of the system will be to deliver Laboratory Reports generated in PDF format although the system needs to be able to handle any document type. The system should provide: secure and automated upload of rendered documents; temporary storage of said documents for each individual customer; email notification to customers alerting them to the availability of relevant documents; a secure interface enabling customers on the basis of permissions to easily access, download and flag their documents. It should also provide a clear audit trail and the administrative housekeeping of stored documents, customer and user accounts. The system would be operated by the HPA on its own premises and require no software for customers other than a browser. Maintenance and system support for a period of 36 months after implementation is also to be included.

II.2.2) **Options:**

Yes.

Description of these options: The option to extend the contract for on-going maintenance and system support may be taken up after the initial period of inclusive maintenance and system support for a further period of up to 48 months maximum, such option to be exercised in 12 month stages. The decision to exercise the first 12 month extension will be made approximately 30 months after the contract start date; the decision to exercise each subsequent 12 month extension approximately 6 months prior to the end of the then current extension.

Provisional timetable for recourse to these options: in months: 36 (from the award of the contract).

II.3) **DURATION OF THE CONTRACT OR TIME-LIMIT FOR COMPLETION:**

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

SECTION III: LEGAL, ECONOMIC, FINANCIAL AND TECHNICAL INFORMATION

III.1) **CONDITIONS RELATING TO THE CONTRACT**

III.1.1) **Deposits and guarantees required:**

III.1.2) **Main financing conditions and payment arrangements and/or reference to the relevant provisions regulating 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:**

In the event of a group of service providers, suppliers or contractors submitting an acceptable offer, the group will be required to nominate a lead partner with whom the HPA can contract. Alternatively the group will need to form themselves into a single legal entity before the contract is awarded. An undertaking that the group will so form themselves, if required by the HPA, must be provided when the tender is submitted. The contract will be subject to English law.

III.1.4) **Other particular conditions to which the performance of the contract is subject:**

No.

III.2) **CONDITIONS FOR PARTICIPATION**

III.2.1) **Personal situation of economic operators, including requirements relating to enrolment on professional or trade registers:**

III.2.2) **Economic and financial capacity:**

Information and formalities necessary for evaluating if requirements are met: Prospective suppliers must provide the following information at Pre-Qualification Questionnaire (PQQ) stage:

A summary of the Company structure, the full range of services/business activities undertaken, the length of time each has been undertaken, and the share of turnover each activity represents.

Details of the person in the Company responsible for financial matters.

Copies of the last 3 sets of audited accounts available for the Company, and a synopsis of current financial status.

Details of any outstanding claims or litigation against the Company or Group.

Details of VAT registration (where applicable).

Details of insurances held.

III.2.3) **Technical capacity:**

Information and formalities necessary for evaluating if requirements are met: Detailed requirements that demonstrate the suppliers capacity to deliver the desired service will be defined at the Pre-Qualification Questionnaire (PQQ) stage and in the Invitation to Tender. They will include technical references, an interview on the HPA's premises and possibly a site visit.

III.2.4) **Reserved contracts:**

No.

III.3) **CONDITIONS SPECIFIC TO SERVICES CONTRACTS**

III.3.1) **Execution of the service is reserved to a particular profession:**

No.

III.3.2) **Legal entities should indicate the names and professional qualifications of the staff responsible for the execution of the service:**

No.

SECTION IV: PROCEDURE

IV.1) **TYPE OF PROCEDURE**

IV.1.1) **Type of procedure:**

Restricted.

IV.1.2) **Limitations on the number of operators who will be invited to tender or to participate:**

Envisaged minimum number: 5. Maximum number: 15.

IV.1.3) **Reduction of the number of operators during the 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 the criteria stated below:

2. Quality of proposed solution and fit against requirements. Weighting: 40 %.
3. Value for money. Weighting: 20 %.
4. Ongoing support arrangements. Weighting: 15 %.
5. Ability to deliver. Weighting: 15 %.
6. Experience and expertise in delivery and implementation of web-based document delivery systems. Weighting: 10 %.

IV.2.2) **An electronic auction will be used:**

No.

IV.3) **ADMINISTRATIVE INFORMATION**

IV.3.1) **File reference number attributed by the contracting authority:**

HPA 2008/22.

IV.3.2) **Previous publication(s) concerning the same contract:**

No.

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: 21.3.2008 - 17:00.

Payable documents: no.

IV.3.4) **Time-limit for receipt of tenders or requests to participate:**

9.6.2008 - 12:00.

IV.3.5) **Date of dispatch of invitations to tender or to participate to selected candidates:**

28.4.2008.

IV.3.6) **Language(s) in which tenders or requests to participate may be drawn up:**

English.

IV.3.7) **Minimum time frame during which the tenderer must maintain the tender:**

IV.3.8) **Conditions for opening tenders:**

Date: 9.6.2008 - 12:00.

Place: HPA Offices, Colindale

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

SECTION VI: COMPLEMENTARY INFORMATION

VI.1) **THIS IS A RECURRENT PROCUREMENT:**

No.

VI.2) **CONTRACT RELATED TO A PROJECT AND/OR PROGRAMME FINANCED BY EU FUNDS:**

No.

VI.3) **ADDITIONAL INFORMATION:**

All interested parties are invited to express an interest in the contract either by e-mail (preferred method), telephone or letter. Please state the company name, full address and contact 'phone number when expressing an interest.

A Pre-Qualification Questionnaire will then be sent to all interested parties on or shortly after Monday 24.03.2008. Successful parties will be issued with an Invitation to Tender.

VI.4) **PROCEDURES FOR APPEAL**

- VI.4.1) **Body responsible for appeal procedures:**
Body responsible for mediation procedures:
- VI.4.2) **Lodging of appeals:**
- VI.4.3) **Service from which information about the lodging of appeals may be obtained:**
- VI.5) **DATE OF DISPATCH OF THIS NOTICE:**
13.2.2008.