

# MANAGED SERVICES FOR BUSINESS SOLUTIONS

# USER GUIDE FRAMEWORK Y20023

Contract Period: 1st February 2022 to 31st January 2026 (4 years)

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# **CONTACT US**

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## THE AGREEMENT

In accordance with Public Contracts Regulations 2015 (PCR 2015), Kent County Council via Procurement Services have created a national framework (the agreement) for the supply of **Managed Services for Business Solutions.** 

The framework period is 48 months 1st February 2022 to 31st January 2026 (4 years)

FTS notice and the contract ref 2021/S 000-017389

Award Notice Ref 2021/S 000-032135



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# WHAT DOES THE FRAMEWORK COVER? (>)



# SECTION ONE - WHAT DOES THE FRAMEWORK COVER?

The framework covers the provision of a full range of Managed Services for Business Solutions, inlcuding:

## Reprographic and Mail Services

- Offsite Print and Document Services
- Bulk Scanning
- Wide Format
- Downstream Access (clean mail, sort mail)
- Hybrid Mail Services
- Secure Mail
- High Volume Quick Turn Print Services
- Specialist Print (Litho (traditional print process), Brochures, Embossing)
- Finishing Square Back, Perfect Bind, Case Bind, Laminating, Dry Mounting, Encapsulating

#### **Print Management**

- Print Consultancy/Audit
- Production and Project Management Service
- Software
- Hardware (full range including, wide format and 3D printers)
- Scanning

#### Audio Visual Solutions Management

- Interactive Products and Solutions
- Optimised Visitor Management Systems
- Digital Signage

# CCM (Component Content Management) Systems and Marketing Services – (bills, policies, statements, renewals)

- Sourcing, Production and Delivery of Printed and Digital Communications
- Print Management Corporate Brochures, POS, Large Format Outdoor Posters
- On Site Marketing and Creative Services
- Print Buying Services
- Promotional Merchandise
- Permanent POS (Exhibitions, Events etc.)

## **Automated Financial Processing Services**

- Credit/Debit Card Processing
- Payment Systems
- Mobile Applications
- POS Systems
- Income Payroll Management

#### Purchase to Pay Automation

- Outsourced Scan and Capture for Paper Invoices
- Supplier Electronic Invoicing Enablement Services
- Interoperability with Supplier Networks
- Easy Plug-in Integration with Existing ERP Systems
- Implementation Services to include:
- Project Management
- Process Design
- Software Configuration
- System Testing
- Change Management

#### Human Resources and Payroll

- Digital Interviewing Solutions
- Income/Payroll Management

### **Communication Systems**

- Voice and Data Communication Systems
- Call Handling System
- Radio Systems
- IP Telephone Systems
- VoIP Telephone Systems
- Call Packages
- Connectivity
- Numbering
- Records Management
- File Sharing Services
- Analytics and Forecasting
- Network Audio Systems



# SECTION ONE - WHAT DOES THE FRAMEWORK COVER?

## Artificial Intelligence

• Augmented Reality, Virtual Reality, Intelligent Video

#### Mobile Technologies

- Mobile Payment and Top Up
- Mobile Security
- Device Management
- Hardware
- Software

#### Cloud Storage Management and Solutions

• Public, Private or Hybrid solutions

#### **IP** Networking Services

- To provide end to end internet and local connectivity specifying how data is addressed, transmitted, routed and received at the destination.
- Firewall
- Anti-Virus
- E Safety Solution
- Broadband Connectivity and Hosting
- IoT (Internet of Things) Platforms

## ICT Systems Management

- Support and Maintenance
- Authentication
- On-site Support
- Remote Support
- IT Helpdesk
- Annual Health Check
- Pre Ofsted Check
- Routine Maintenance
- MIS Support
- Training
- ICT Strategy and Planning
- Connectivity
- Safeguarding and Security
- Strategy and Planning
- ICT infrastructure
- Hardware

- Software
- Schools Management Services
- Data back-up and recovery

## Server Hosting

- UK Based Support
- Data Storage and Back Up
- Dedicated Account Manager

#### **IT Server Management**

- Server Security
- Server Support
- Technical Support
- Network Solutions and Maintenance

## Support Services

- Security
- CCTV
- Camera Systems and Solutions
- Network Video Managed Solutions
- Video Analytics
- Wearable Cameras
- Software
- HR Solutions
- Biometrics

#### **Telecommunications Supplies and Services**

#### Facilities

- Access Control Solutions
- Digital Archiving and Storage
- Office Transformation
- Space Planning
- Document Disposal
- Furniture
- Video Conferencing
- Digital Signage
- Smart Lockers

# WHO CAN ACCESS THE FRAMEWORK? (>)



# SECTION TWO - WHO CAN ACCESS THE FRAMEWORK?

All public bodies have access to this framework with the agreement of the contracting authority (Procurement Services). Those organisations who may wish to access this framework will be members, affiliates and associates of the CBC group, the police service, the fire service, the NHS & NHS trusts, third sector organisations, academic centres (including academies), publicly funded organisations and publicly owned private companies, operating within the geographic boundaries of the United Kingdom, Channel Islands and Northern Ireland.

The framework is also open for use by all other local authorities and public sector bodies. Full details of the classification of potential contracting bodies and end user's geographical areas and organisation classifications can be found in the FTS notice.

(>) https://www.find-tender.service.gov.uk/Notice/000926-2023

## **TO ACCESS THE FRAMEWORK**

Potential customers must complete the Customer Access Agreement Form - Appendix A



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# SECTION THREE - ABOUT US

Procurement Services is a trading function of the Commercial Services Group, a Professional Buying Organisation (PBO) and one of the largest trading organisations of its kind in Europe with a turnover in excess of £500 million. Tracing its roots back to 1902, as the supplies division of Kent County Council, the Commercial Services Group has grown organically to become one of the leading suppliers of products and services to the education and public sector, serving over 10,000 customers in 80+ countries. These include local government, education establishments, the care sector and the emergency services.

# WHY CHOOSE PROCUREMENT SERVICES?

We strive to offer the best customer experience to ensure that all public sector establishments are protected from the complications and risks associated with procuring high value products and services. Below are just some of the reasons why you should consider Procurement Services as your procurement specialists.



# KNOWLEDGE

With over 100 years of collective experience dealing with the public sector, every member of staff at Procurement Services can call upon the vast amount of knowledge and experience we have as a team to ensure we can assist you with even the most complicated of queries.



## **SUPPORT**

Every member of the Procurement Services team is just a phone call away. We are here whenever you need us to help support you through the tender process, offer advice or act on your behalf when liaising with suppliers.



# CHOICE

We work with some of the top suppliers and manufacturers in the industry. Every framework has been thoroughly created to ensure that you, the customer, get the best terms and conditions from the best suppliers offering the best products and services on the market.



## COMPLIANCE

All of our frameworks are national, fully compliant and adhere to the latest Public Contracts Regulations (2015). As well as being able to offer you full PCR 2015 compliance and strong buying power, we provide terms and conditions that are designed specifically for the public sector to protect you. There is no necessity to run a full tender as we have already done the hard work for you.



# EASY TO USE

Our ready-made frameworks are convenient and simple for all customers to access. We help make the end-to-end procurement process as easy as possible to ensure everyone gets their desired outcome



# SECTION FOUR - HOW TO USE THE FRAMEWORK

This framework allows for customers to place their orders via direct award or further competition.

The customer is strongly advised to carry out their own due diligence before selecting whether they conduct a further competition or direct award with any of the awarded suppliers. The customer will determine the requirement, specification and award, based on the Most Economically Advantageous Tender (MEAT). Procurement Services takes no responsibility for the chosen contracting method of any individual customer.



# **DIRECT AWARD**

Placing an order with any capable supplier awarded on the framework, without re-opening competition, following the criteria set out below.

Regulation 33(8)(a) of the Public Contracts Regulations 2015 (PCR 2015) sets out the criteria for making a direct award where a framework is concluded with more than one supplier:

- All the terms governing the provision of the works, services and supplies concerned are set out in the framework, and
- The objective conditions for determining which of the suppliers on the framework shall perform them are set out in the procurement documents.

In accordance with the above regulation, direct award orders may be placed under this framework provided the customer can meet any one of the following objective conditions:

- Customer is satisfied that, following their own due diligence, they can identify the supplier that offers best value for their requirement
- The supplier is able to supply the required goods/services within the customers timescales
- Goods/services required are unique/exclusive to one vendor/supplier
- The supplier achieved the highest total score during the evaluation process
- Continuity of existing goods/services from an awarded supplier





# FURTHER COMPETITION

Re-opening competition with all the capable suppliers awarded on the framework to determine the most appropriate supplier for a defined period of time or project.

The customer may choose to implement, amend or provide alternative terms and conditions to those contained within the Managed Services for Business Solutions individual contract terms and conditions. Any such amendments or alternative terms and conditions will be contained within the further competition documents and/or the order/individual contract.

In order to adhere to 'The Public Contracts Regulations 2015' when re-opening competition under this framework the customer should follow the steps below:

- 1 The customer must invite all suppliers on the framework who are deemed capable of delivering the particular requirement.
- 2 The customer shall be responsible for formulating a specification/product brief containing full details of the work/products required.
- 3 The customer will send the specification/product brief to all suppliers quoting the framework reference number. A reasonable and proportionate time limit should be set for the submission of fully completed tender responses.
- 4 Responses received must be kept in a secure place, unopened, until the designated closing date and time for final submissions has passed. Responses received after the specified date and time should be rejected unopened.
- 5 The submitted response shall be evaluated in accordance with the criteria stated in the original specification/product brief. The headline criteria used must be the same as the headline criteria used for the original framework or part thereof, but the customer may change the weightings and add their own sub-criteria to apply.
- **6** The tenderers must be advised of the result in writing including brief details on where they scored points and where they did not.
- 7 A required 'standstill period' does not apply to further competitions held under a framework. However, it is advisable to hold a standstill period in relation to a further competition as it is possible a supplier may challenge the decision and apply to court for a 'declaration of ineffectiveness' which could lead to the individual contract being terminated and possibly a fine or compensation claim.
- 8 There is no scope at the further competition stage to select on the basis of general financial and economic standing or technical ability, as these issues have been addressed as part of the process to establish the framework. However, this does not mean financial due diligence should not be undertaken if considered appropriate (e.g. obtaining a report on a suppliers financial standing from an appropriate agency) as long as this does not form part of any selection process.





## **ASSESSMENT CRITERIA HEADINGS**

The headline criteria to be used at further competition stage shall be a combination of:

🔗 Price 🛛 🔗 Quality of service/added value

Customers may add their own sub-criteria underneath these headings and select their own weightings that shall be relevant to their individual requirements.

#### **Further Competition template**

A further competition template is available from Procurement Services, please contact us on **pscustomerenquiries@csltd.org.uk** 



## LENGTH OF AN INDIVIDUAL CONTRACT

In accordance with the 'Public Contract Regulations 2015' individual contracts based on a framework are to be awarded before the end of the term of the framework itself. The duration of the individual contract does not need to coincide with the duration of the framework, but might, as appropriate, be shorter or longer. In particular, the customer is allowed to set the length of individual contracts based on a framework taking account of factors such as the time needed for their performance, where maintenance of equipment with an expected useful life of more than four (4) years is included or where extensive training of staff to perform the individual contract is needed.

The individual contract terms and conditions will apply and will remain in force after the expiry of the framework until such time all individual contracts expire or are terminated.



# SECTION FIVE - BENEFITS AND KEY POINTS



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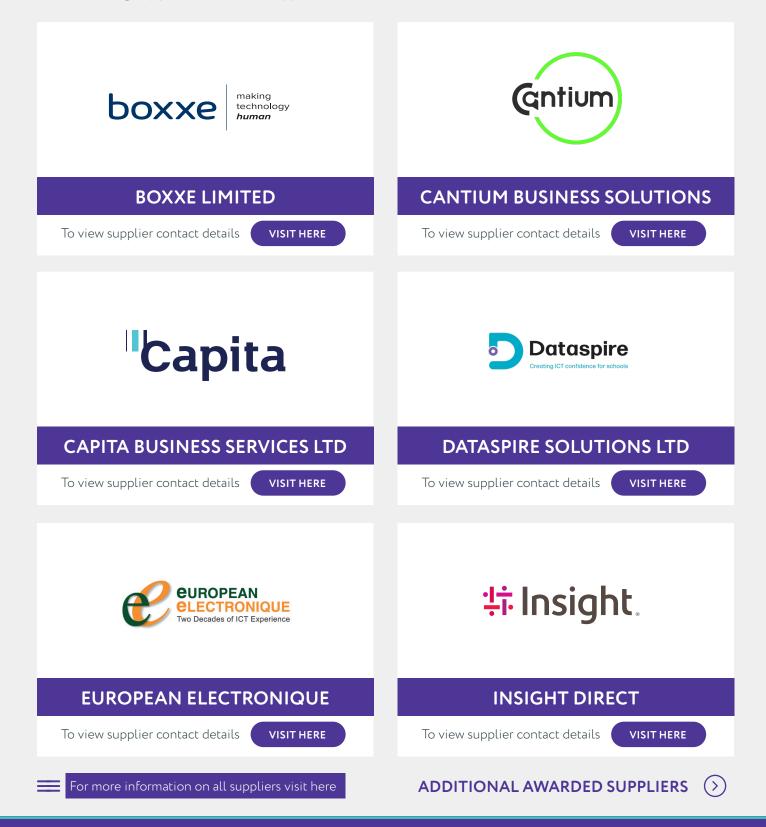
AWARDED SUPPLIERS



Managed Services for Business Solutions

# SECTION SIX - AWARDED SUPPLIERS

The following suppliers have been appointed to this framework

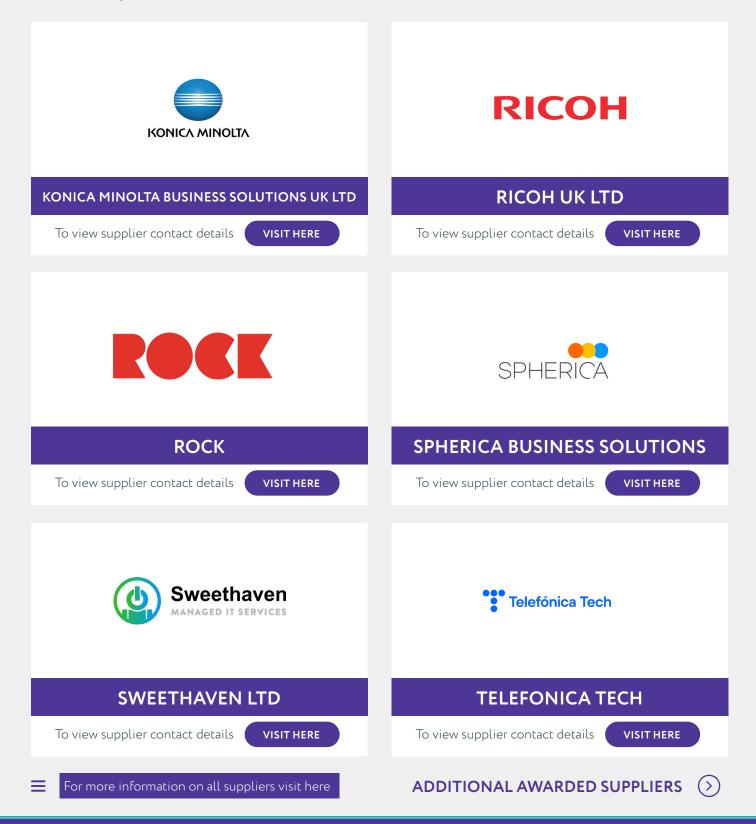




Managed Services for Business Solutions

# SECTION SIX - AWARDED SUPPLIERS

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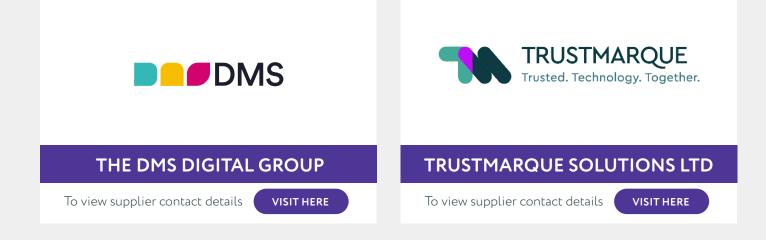




Managed Services for Business Solutions

# SECTION SIX - AWARDED SUPPLIERS

The following suppliers have been appointed to this framework



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#### FRAMEWORK MANAGED SERVICES FOR BUSINESS SOLUTIONS

#### FRAMEWORK REF Y20023

#### TO BE COMPLETED BY THE CUSTOMER

- On completion of this agreement form, Procurement Services will make available to the customer all details and documents relating to this framework.
- The customer will be entitled, at any time during the term of this framework, to order products/services as detailed in the framework.
- The customer will have full responsibility and ownership for each individual contract they award under this framework.
- Procurement Services will retain overall responsibility for the management of the framework. DECLARATION

I/we accept all responsibility for both accessing and using the framework in accordance with its associated terms and conditions and in accordance with the Public Contracts Regulations 2015.

I/we agree that Procurement Services (acting on behalf of Kent County Council) have no responsibility, or liability, relating to our use of the framework.

I/we authorise Procurement Services to receive management information from the contracted supplier regarding the usage of this framework. This information shall be used by Procurement Services for contract management / administration purposes.

Name of purchasing organisation			
Address			
Customer name			
Customer signature			
Job title			
Email			
Telephone			
Estimated value £			
Length of contract (if applicable)			
Direct award or Further competition			
Supplier (if known)			
Product(s) or service(s) of interest			
Authorised by Procurement Services (on	behalf of K	ent County Co	buncil):
Name		Position	
Signature		Date	
PLEASE RETURN THE FORM TO pscust To submit this form online, please downl		-	SUBMIT
LET'S KEEP IN TOUCH! Please tick if you are interested in receiving inform on our other frameworks and services from across Commercial Services Group.			WHERE DID YOU HEAR ABOUT US?
≡			CONFIRMATION OF AWARD FORM



#### FRAMEWORK MANAGED SERVICES FOR BUSINESS SOLUTIONS

FRAMEWORK REF Y20023

#### TO BE COMPLETED BY THE CUSTOMER ONCE AN ORDER HAS BEEN PLACED WITH THE SUPPLIER.

This information shall be used by Procurement Services for contract management/administration purposes. I confirm the details of the following award of contract under framework agreement reference Y20023.

Name of purchasing organisation			
Address			
Name (printed)			
Customer signature			
Date			
Job title			
Telephone			
Email address			
Description of items/service procured			
Awarded supplier			
Contract value £			
Length of contract			
Date of award (or period of award if you ar	e commissioning a service to be provided over a period of	time)	
Savings achieved £			
Benefits you gained by using the frame	work		
Are you happy to be contacted by Procusing the framework?	urement Services to discuss your experience of	yes 🗌 no 🗌	
PLEASE RETURN THE FORM TO pscustomerenquiries@csltd.org.uk       SUBMIT         To submit this form online, please download to pdf first to complete.       SUBMIT			

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# APPENDIX C - GDPR

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## WE ARE COMMITTED TO PROTECTING YOUR PRIVACY.

We take your privacy seriously and will only use any personal information that we collect from you, or that you provide, relating to the products and services you have requested from us, or whereby you make an enquiry about our products or services.

As the contracting authority for framework Y20023 Managed Services for Business Solutions, we have included a GDPR data protection legislation clause in the framework and individual contract terms and conditions.

However, we recommend that any framework users/member authorities should complete their own due diligence to ensure the suppliers they are purchasing from can provide 'sufficient guarantees' that the requirements of GDPR will be met and the rights of data subjects protected.

# **PRIVACY NOTICE**

For more information on our Privacy Notice please go to the following link: www.commercialservices.org.uk/privacy-policy/

To see the Privacy Notices of our trusted third party suppliers please visit their individual websites.

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# **PROCUREMENT SERVICES FRAMEWORKS**

Procurement Services offer fully PCR 2015 compliant, simpleto-use frameworks. With full, free procurement support, ensuring you can operate with complete peace of mind. Further competition service provided by our procurement experts is available.

With over 20 years of experience we'll ensure you have everything you need and are able to make the best decisions for your organisation. Our free, impartial advice will save you time and money.

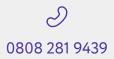
**We look forward to working together.** Thanks for choosing Procurement Services as your trusted partner.

# WHY CHOOSE PROCUREMENT SERVICES?

We can support and guide you through your purchase, offering security and peace of mind.
Director of Procurement Services
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# Market-leading frameworks

- Complete peace of mind
- Continued support for the life of your individual contract
- $\checkmark$  All frameworks are PCR 2015-compliant and adhere to government guidelines
- Full tender process already completed
- All our suppliers are fully approved
- Complete public sector solutions



psframeworks@csltd.org.uk

www.procurementservices.co.uk