



Quick Start Guide



Framework 390_22 Issue 6

Key facts...

Framework ref: 390_22

Start date: 16/01/2023

End date: 15/01/2025

Extension option:

Up to 15/01/2027

FTS contract notice:

2022/S 000-029004

FTS award notice:

2023/S 000-002768



This framework
is available for
use nationally



Further Help or Questions?

Documents and IT Team

0116 294 4008

ICT@espo.org

Quote reference

ESPO framework 390_22

We would like to hear your feedback on this framework and how you think we could improve it in the future.

Document Management Solutions

Framework scope

This ESPO framework provides access to a range of document management solutions including the scanning; storage and disposal of documents; the supply of software and consultancy services.

There are four lots within the framework:

- **Lot 1 – Electronic Document Scanning and Software-** This Lot provides a full end-to-end scanning solution including preparation, scanning, indexing, encryption, electronic storage, transportation, secure disposal of documents and EDRM software.
- **Lot 2 – Document Storage and Retrieval Services-** This Lot provides preparation, collection, storage, retrieval, secure disposal of documents and any associated services.
- **Lot 3 – Total Document Management Solutions-** This Lot provides a full end-to-end solution for all scanning and storage. This includes scanning, indexing, encryption, electronic storage, transportation and secure disposal of documents, storage, retrieval and associated training. Customers can access a consultancy service designed to scope and shape a full document management solution to help manage all your documents.
- **Lot 4 – Enhanced Handling and Security Requirements-** This Lot provides enhanced safe and secure document management solutions for the scanning and storage of documents that are sensitive in nature. This includes secure handling of documents, scanning, transportation and secure disposal of documents, storage, retrieval and associated training.

This page is intended to provide you with an overview of what is available. Please refer to the full User Guide for more information.

Who can use this Framework?

The framework is available for use nationally by any public body in the UK including, but not limited to...

- Schools & Academies
- Local Authority Establishments
- Police & Emergency Services
- NHS & HSC Bodies
- Central Government Departments & their agencies
- Registered Charities
- Registered Social Landlords

Benefits of using this Framework

- This framework allows customers to access a range of solutions from either standalone scanning or storage services to a full document management solution.
- The framework also offers services such as consultancy, deep storage, cataloguing and the scanning of old and rare documents.
- Suppliers have been vetted and comply with a range of accreditations including but not limited to ISO 9001 and ISO 27001.
- This framework is compliant with UK procurement legislation - we've done the work, so there's no need for you to run a full procurement process.
- Suppliers listed on the framework were assessed during the procurement process for their financial stability, track record, experience and technical & professional ability.
- Pre-agreed terms & conditions to underpin all orders so no need to worry.
- Social value benefits can be obtained

What else can ESPO help you with?

This is one of over 200 frameworks that ESPO has established. If you have found this one useful then here are some examples of others that may be of interest:

- **981 - Secure Shredding And Disposal (Confidential Materials)**
- **RM6017 - Postal Goods, Services and Solutions**

Full details of our framework offer are available on the ESPO website www.espo.org

Suppliers

- **Ardington Archives LLP**
- **Chaffinch Green Limited T/A Chaffinch Document**
- **Civica UK Ltd**
- **Compass Minerals Storage & Archives Limited T/A DeepStore**
- **Crown Records Management Limited**
- **Datatron Document Image Archiving Limited**
- **Document Options Ltd**
- **Hugh Symons Information Management**
- **Iron Mountain UK PLC**
- **MISL Ltd**
- **NEC Software Solutions UK Ltd**
- **Offsite Archive Storage & Integrated Services (UK) Ltd (OASIS Group)**
- **On-Site Scanning Ltd**
- **Pearl Scan Solutions Ltd**
- **Quadient UK Ltd**
- **Restore PLC**
- **Ricoh UK Ltd**
- **Shredall (East Midlands) Limited**
- **Specialist Computer Centres (SCC) PLC**
- **Stor-a-File Limited**
- **Storetec Services Limited**
- **Uniscope International Limited T/A Doc U Safe**

This framework provides the user with a large number of suppliers to choose from and a full list with contact details can be found in Section 3 of the full User Guide.

How to use this Framework

Step 1 - Complete the online Access and Confidentiality Agreement which can be found at Stage 2 of the 'Get Started' section on the ESPO website at the following link: [Document Management Solutions \(espo.org\)](http://www.espo.org/DocumentManagementSolutions)

Step 2 - Review the User Guide to establish whether your needs can be met by a single supplier or whether you need to conduct a Further Competition. Section 5 contains more information on how to place an order. Typically smaller, more straightforward requirements can be met by one supplier, larger, more complex requirements will require a Further Competition to achieve the best supply solution.

If you decide that a single supplier can meet your requirements based on the pricing and/or other information provided in the User Guide simply place an order with that supplier.

If you decide you need to conduct a Further Competition you may do so by seeking quotations from **all** of the suppliers that are able to meet your requirements in your particular location. More specific details on how to conduct a further competition can be found in Section 5 of the User Guide.

Please quote ESPO framework reference 390_22 on all correspondence.

About ESPO and our frameworks

ESPO is a local authority owned purchasing and supply consortium. It is jointly owned by the county councils of Cambridgeshire, Leicestershire, Warwickshire, Lincolnshire and Norfolk and city council of Peterborough.

We have over 40 years of experience in public sector procurement. All of our frameworks are let in full compliance with UK procurement regulations (and the EU procurement directive).

ESPO is a not for profit, self-funded organisation. ESPO recovers its overheads by means of a retrospective rebate from the suppliers. The rebate levied averages less than 1% of framework turnover.

ESPO's specialist buying teams have extensive experience of providing high quality procurement solutions to the public sector on a nationwide basis.

At ESPO we use our expertise to work with our strong and varied supply chain to bring you the best value procurement solutions possible.

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