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Tender

## **Occupational Health Services and Supplementary Services**

UNIVERSITY OF SOUTHAMPTON

F02: Contract notice

Notice identifier: 2024/S 000-003923

Procurement identifier (OCID): ocds-h6vhtk-0437a2

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### **Section I: Contracting authority**

#### **I.1) Name and addresses**

UNIVERSITY OF SOUTHAMPTON

University of Southampton,UNIVERSITY ROAD

Southampton

SO17 1BJ

#### **Contact**

Rosie Pringle

#### **Email**

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

#### **Telephone**

+44 2380595000

#### **Country**

United Kingdom

**Region code**

UKJ32 - Southampton

**UK Register of Learning Providers (UKPRN number)**

10007158

**Internet address(es)**

Main address

<https://www.southampton.ac.uk/>

Buyer's address

[www.southampton.ac.uk](http://www.southampton.ac.uk)

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/universityofsouthampton>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofsouthampton>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Occupational Health Services and Supplementary Services

Reference number

2023UoS-1095

#### **II.1.2) Main CPV code**

- 85140000 - Miscellaneous health services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The University of Southampton is looking to enter into an Eight (8) year contract for the provision of Occupational Health Services for both Staff and Students.

The Provider shall deliver the services that support the University of Southampton in meeting the objectives of:

- Meeting legislative requirements and maintaining duty of care to staff
- Ensuring fitness to work and/or fitness to practice of staff and students.
- Performing inoculations and vaccinations
- The provision of counselling
- Promoting physical and mental wellbeing amongst staff and students to optimise attendance, engagement, resilience, and performance.
- Supporting staff and students with illness, injury or other medical or health requirements assisting in the prevention of health-related problems amongst the University of Southampton' staff and students as a result of their activities and providing assistance in the treatment of any such problems.
- Assisting the University of Southampton to reduce levels of sickness absence.

- Identifying trends in work-related absence and prioritising and tackling significant health and wellbeing-related issues.

The Provider shall at the point of tendering hold Safe Effective Quality Occupational Health Service ('SEQOHS') accreditation or equivalent and this must be maintained for the duration of the contract. It is a requirement that the provider will ensure that any services conducted under the Contract meet the requirements of all relevant legislation, regulations, guidelines, and standards current at the time of delivery. This includes all Care Quality Commission (CQC) and Department for Education (DfE) standards applicable to the services.

The University currently retains an in-house Occupational Health Manager to maintain the triage system, filtering OH requests ahead of referral to the external Provider. The Provider will be required to understand and operate in accordance with this process.

The estimated Contract Value is in the region of £6,000,000 - £10,000,000 GBP (excluding VAT). It is expected that spend will gradually grow over the first few months of the contract and that additional services outlined in the spec may be added in over the course of the contract. Further details on anticipated spend can be found in File 2 of the tender pack.

### **II.1.5) Estimated total value**

Value excluding VAT: £10,000,000

### **II.1.6) Information about lots**

This contract is divided into lots: No

## **II.2) Description**

### **II.2.2) Additional CPV code(s)**

- 85120000 - Medical practice and related services
- 85142100 - Physiotherapy services
- 85147000 - Company health services
- 85149000 - Pharmacy services
- 85312300 - Guidance and counselling services
- 85312310 - Guidance services
- 85312320 - Counselling services

- 85312500 - Rehabilitation services
- 85312510 - Vocational rehabilitation services
- 98200000 - Equal opportunities consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKJ3 - Hampshire and Isle of Wight

Main site or place of performance

Highfield Campus:

University Road, Southampton, Hampshire SO17 1BJ

Whilst a large proportion of the service requirement can be conducted online , Immunization and Vaccinations administration for example will need to be conducted in person.

### **II.2.4) Description of the procurement**

The essential services required are Pre-employment health assessments, Pre-enrolment health assessments, Occupational Health referrals, Health Surveillance, Pathology Services, Immunisation and Vaccination services, Work accident and Injury management. The desirable services included in the tender are Specialist immunisations and travel advice, Workstation and workplace assessments, Assistance and other specialist referrals and counselling.

This procurement process is being conducted as a Restricted procedure; consisting of both Selection and Invitation to Tender stages.

Stage 1 - Selection Stage: An overall pass mark of 50 % shall apply to this stage. The intention is to arrive at a shortlist of a maximum of five qualified potential suppliers for formal invitation to tender. The maximum number of qualified potential suppliers will be based on the top five scores achieved. Where more than the maximum number of potential suppliers have achieved a top five score (i.e. a tie), all of those potential suppliers will be invited to the Invitation to Tender stage.

Stage 2 - Invitation to Tender (ITT) stage - A maximum of 5 qualified tenderers will be invited to submit formal tenders at this stage

### **II.2.5) Award criteria**

Quality criterion - Name: Invitation To Tender- Desirable Services / Weighting: 12

Quality criterion - Name: Invitation To Tender- Business Context and Awareness / Weighting: 13

Quality criterion - Name: Invitation To Tender- Service Availability / Weighting: 10

Quality criterion - Name: Invitation To Tender- Adaptability of Service/ Continuous Improvement / Weighting: 10

Quality criterion - Name: Invitation To Tender- Data Protection / Weighting: 5

Quality criterion - Name: Invitation To Tender- Demonstration Response / Weighting: 10

Price - Weighting: 30

#### **II.2.6) Estimated value**

Value excluding VAT: £10,000,000

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

Duration in months

96

This contract is subject to renewal

Yes

Description of renewals

It is anticipated that this service will be re-procured in 2032

#### **II.2.9) Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 5

Objective criteria for choosing the limited number of candidates:

Under the Restricted procedure, all Potential Suppliers may access and download the Selection Stage document set (including a Selection Questionnaire and Selection Stage Additional Response Requirements Workbook (if applicable)) via In-Tend. In order to formally express an interest in this procurement, Potential Suppliers must complete the Selection Stage document set and submit their final Selection Stage Response to the University for evaluation by the deadline for submission of Selection Stage Responses detailed in the Procurement Timetable .

An overall pass mark of 50% shall apply at Selection Stage evaluated against the requirements detailed within this Selection Stage document set. Potential Suppliers who do not achieve an overall score of 50% or higher will not be eligible for progression to formal Invitation to Tender (ITT) stage (Stage 2).

It is the University's intention to arrive at a short list of 5 Potential Suppliers for the ITT stage. The number of Potential Suppliers will be based on the top 5 percentage scores at or above the overall pass mark. In the event of a tie at 5th place suppliers will be taken through to the invitation to tender round. The tie rules will only apply to 5th place and will not apply to any other tie situations.

Where less than 5 Potential Suppliers meet or exceed the overall pass mark, only those

Potential Suppliers who meet or exceed the overall pass mark will be invited to formal ITT stage.

At Selection Stage submissions will be measured against:

Mandatory Technical Requirements- Pass/Fail

Mandatory Non-Functional IT Requirements- Pass/Fail

Desirable Technical Requirements- 97% (Overall)

Flexible Capacity- 25%

Relevant Experience- 22%

Business Awareness- 25%

Management Information-25%

Desirable Non-Functional IT Requirements- 3%

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.14) Additional information**

This procurement is not suitable for splitting into lots. The requirement for consistency of service provision, management information and clarity of access routes for users of the service would not allow this procurement to be split into lots.

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

To support the financial assessment, the University will obtain a Business Risk Report for all Tenderers and every organisation that is being relied on to meet this procurement, using an independent company called Creditsafe.

The University reserves the right to exclude a Tenderer or request provision of further assurances such as parent company/bank guarantee or performance bonds where a Tenderer's Business Risk Score is: "Moderate Risk"; "High Risk"; "Very High Risk"; or "Not Rated", based on the rating provided by Creditsafe

Where a Business Risk Score from our external system is not available, then an alternative method of assessing financial standing will be used. This method is detailed within the Invitation to Tender document set.

Minimum level(s) of standards possibly required

Minimum level(s) of standards possibly required:

Tenderers are advised that a requirement of this procurement is to have in place, or commit to obtain prior to the commencement of the contract, the following minimum insurance levels:

Employers (Compulsory) Liability: £10 million GBP per occurrence.

Public Liability: £10 million GBP per occurrence.

Professional Indemnity Insurance: £5 million GBP per occurrence.

Medical Malpractice Insurance: £5 million GBP per occurrence.

Cyber Liability Insurance: £2 million GBP per occurrence.

#### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

The selection criteria is as stated in the Selection Stage document set

The Provider shall hold Safe Effective Quality Occupational Health Service ('SEQOHS') accreditation and ensure that any services conducted under the Contract meet the requirements of all relevant legislation, regulations, guidelines, and standards current at the time of delivery. This includes all Care Quality Commission (CQC) and Department for Education (DfE) standards applicable to the services.

However, potential suppliers' attention is drawn to the MANDATORY requirements of the selection criteria:

e.g.

- Grounds for mandatory exclusion
- Grounds for discretionary exclusion
- Economic & Financial Standing
- Insurance
- Compliance with equality legislation
- Health & Safety

#### Mandatory Non-Functional Requirements

Additionally, potential suppliers' attention is drawn to the MANDATORY requirements of the award criteria. Full information is provided in the draft Invitation to Tender document set, which is made available at the Selection Stage for information.

Control of Contractors Health & Safety (CC3) Form (File 9)

## **Section IV. Procedure**

### **IV.1) Description**

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

Restricted procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

7 March 2024

Local time

12:00pm

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

11 April 2024

#### **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: 12 (from the date stated for receipt of tender)

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: This is likely to be re-procured in 2032

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic payment will be used

### **VI.3) Additional information**

E-Tendering Portal: The University is utilising an electronic tendering tool, In-Tend (<https://intendhost.co.uk/> universityofsouthampton) to manage this procurement and to communicate with potential suppliers and/or tenderers (as appropriate).

All documentation in relation to this tender can be downloaded from In-Tend.

Potential suppliers/tenderers are advised that there will be no hard copy documents issued and all communications with the University, including the submission of Selection Stage and/or Invitation to Tender responses will be conducted via In-Tend.

Regular monitoring of the portal is the responsibility of the potential supplier/tenderer.

If you are not already registered as a supplier with the University of Southampton, you will need to register in In-Tend in order to access the procurement documentation.

Once you have logged in as a supplier: click on 'Tenders'; locate the relevant project; and click 'View Details'. Once you are in the project screen, you will be able to register your organisation against the project and access all documentation by clicking 'Express Interest'.

Potential suppliers/tenderers are advised that formal expressions of interest in the project must be by way of completion and return of the relevant documents via In-Tend.

Further instructions for the submission of responses are below:

To submit your return:

1. Log in
2. Click 'Tenders'
3. Locate the relevant project
4. View details
5. Click on the tab relating to the relevant project stage (e.g. 'Invitation to Tender')
6. Click on the 'Attach Documents' button and upload your return.
7. Check ALL your response documents are uploaded and displayed in the 'My Tender Return' panel. The system will only permit your organisation to make one return.
8. Click the red 'Submit Return' button.

Please note, to preserve the integrity of the procurement, all communications with the University must be made via the correspondence function within In-Tend.

Publication of Award Details: In accordance with Regulation 50, paragraph (2) of the Public Contracts Regulations 2015 and subject to Article 5 and Annex 5, Part D (13) of Directive 2014/24/EU of the European Parliament and of the Council (if applicable), the University intends to publish the value of any resulting contract at the award stage, and reserves the right to do so. By submitting a response, potential suppliers/tenderers are consenting to publication of this information unless otherwise agreed in advance with the University.

Costs and Expenses: Potential suppliers/tenderers are solely responsible for their costs and expenses incurred in connection with the preparation and submission of responses and participation in this and all future stages of this procurement. Under no circumstances will the University be liable

for any costs or expenses borne by potential suppliers/tenderers or any of their supply chain, partners or advisers in this procurement process.

The University is not liable for any costs in the event of the cancellation of this procurement process.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

University Of Southampton

University of Southampton,UNIVERSITY ROAD

Southampton

SO17 1BJ

Email

[procurement@soton.ac.uk](mailto:procurement@soton.ac.uk)

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