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Tender

## **Occupational Health and Employee Assistance Program**

Bracknell Forest Borough Council

F02: Contract notice

Notice identifier: 2021/S 000-004366

Procurement identifier (OCID): ocds-h6vhtk-029865

Published 4 March 2021, 4:03pm

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

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

Bracknell Forest Borough Council

Time Square, Market Street

Bracknell

RG12 1JD

#### **Contact**

Mr Kevin Ayers

#### **Email**

[Procurement.Team@Bracknell-Forest.gov.uk](mailto:Procurement.Team@Bracknell-Forest.gov.uk)

#### **Telephone**

+44 1344351471

**Country**

United Kingdom

**NUTS code**

UKJ11 - Berkshire

**Internet address(es)**

Main address

<http://www.bracknell-forest.gov.uk>

Buyer's address

<http://www.bracknell-forest.gov.uk>

**I.3) Communication**

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

<https://sebp.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://sebp.due-north.com>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Occupational Health and Employee Assistance Program

Reference number

DN530294

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

- 85100000 - Health services

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

Services

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

As part of our service offering to ensure a high performing and healthy workforce, the Council offers an Occupational Health (OH) service as well as an Employee Assistance Programme (EAP). It supports staff both at Bracknell Forest Council and in schools with their wellbeing and attendance at work. There is a need to re-procure a full employee health and welfare service as current arrangements finish at end of June 2021.

The OH service is a key component of our managing sickness absence policy, which keeps employee's sickness absence to a minimum and facilitates early return to work. It also ensures that the Council meets certain statutory requirements. Services undertaken by OH include pre-employment screening, sickness referrals, ill-health retirements, guidance and advice and health surveillance, e.g. statutory hearing tests, night worker assessments as well as immunisation, disablement advice, home visits, emergency planning advice, health related risk assessments, training and advice services, and health promotions when required.

The EAP service includes one-to-one counselling and self-help guidance and support to employees.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

Occupational Health

Employee Assistance Programmes

## **II.2) Description**

### **II.2.1) Title**

Occupational Health

Lot No

1

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

- 85147000 - Company health services

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

NUTS codes

- UKJ11 - Berkshire

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

The OH service is a key component of our managing sickness absence policy, which keeps employee's sickness absence to a minimum and facilitates early return to work. It also ensures that the Council meets certain statutory requirements. Services undertaken by OH include pre-employment screening, sickness referrals, ill-health retirements, guidance and advice and health surveillance, e.g. statutory hearing tests, night worker assessments as well as immunisation, disablement advice, home visits, emergency planning advice, health related risk assessments, training and advice services, and health promotions when required.

Full details of the tender are available on South East Business Portal, <https://sebp.due-north.com>

In order to receive any clarifications or changes to tender documents organisations must

register their interest on the portal. The Council will not be held responsible for not communicating important information to any organisation who has not officially registered their interest.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 July 2021

End date

30 June 2024

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Employee Assistance Program

Lot No

2

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

- 85312310 - Guidance services

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

NUTS codes

- UKJ11 - Berkshire

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

The EAP service includes one-to-one counselling and self-help guidance and support to employees.

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Start date

1 July 2021

End date

30 June 2024

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

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

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

Open procedure

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

The procurement is covered by the Government Procurement Agreement: No

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

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

Date

6 April 2021

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.7) Conditions for opening of tenders**

Date

6 April 2021

Local time

12:00pm



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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Bracknell Forest borough Council

Time Square

Bracknell

RG12 iJD

Country

United Kingdom