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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

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

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

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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

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

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