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Tender

## **Provision of Occupational Health Services**

Falkirk Council

Falkirk Community Trust

South East of Scotland Transport Partnership (SEStran)

F02: Contract notice

Notice identifier: 2021/S 000-005339

Procurement identifier (OCID): ocds-h6vhtk-029c4c

Published 16 March 2021, 4:40pm

The closing date and time has been changed to:

**30 April 2021, 12:00pm**

See the [change notice](#).

## **Section I: Contracting authority**

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

Falkirk Council

Municipal Buildings, West Bridge Street

Falkirk

FK1 5RS

#### **Email**

[pcu@falkirk.gov.uk](mailto:pcu@falkirk.gov.uk)

#### **Telephone**

+44 1324506566

**Country**

United Kingdom

**NUTS code**

UKM76 - Falkirk

**Internet address(es)**

Main address

<http://www.falkirk.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00184](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00184)

**I.1) Name and addresses**

Falkirk Community Trust

The Falkirk Community Stadium , 4 Stadium Way

Falkirk

FK2 9EE

**Email**

[hello@falkirkcommunitytrust.org](mailto:hello@falkirkcommunitytrust.org)

**Telephone**

+44 1324590909

**Country**

United Kingdom

**NUTS code**

UKM76 - Falkirk

**Internet address(es)**

Main address

<http://www.falkirkcommunitytrust.org>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA20902](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA20902)

**I.1) Name and addresses**

South East of Scotland Transport Partnership (SEStran)

Area 3D (Bridge), Victoria Quay

Edinburgh

EH6 6QQ

**Email**

[enquiries@sestran.gov.uk](mailto:enquiries@sestran.gov.uk)

**Telephone**

+44 1315245150

**Country**

United Kingdom

**NUTS code**

UKM73 - East Lothian and Midlothian

**Internet address(es)**

Main address

<http://www.sestran.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA13442](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13442)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

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

<http://www.publiccontractsscotland.gov.uk>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<http://www.publiccontractsscotland.gov.uk>

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<http://www.publiccontractsscotland.gov.uk>

## **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**

Provision of Occupational Health Services

Reference number

CHS/069/21

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

- 85100000 - Health services

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

Services

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

Falkirk Council is leading a procurement on its own account and on behalf of Falkirk Community Trust and SESTRAN to secure a provider of Occupational Health Services, to enable each organisation to meet their duties and responsibilities for the health, safety, and welfare of their employees.

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

Value excluding VAT: £1,200,000

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

This contract is divided into lots: No

### **II.2) Description**

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

- 85100000 - Health services
- 85147000 - Company health services

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

NUTS codes

- UKM76 - Falkirk

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

Falkirk Council is leading a procurement on its own account and on behalf of Falkirk Community Trust and SESTRAN to secure a provider of Occupational Health Services, to enable each organisation to meet their duties and responsibilities for the health, safety, and welfare of their employees. Falkirk Council provides Human Resources support to Falkirk Community Trust and SESTRAN.

Falkirk Council has a workforce of c7000 employed across a range of services, including schools, social work, housing & building maintenance, cleansing/refuse collection, catering & cleaning, environmental services, and a range of support services, as well as c500 trainees in the Employment Training Unit (ETU).

There are an additional c500 employed within Falkirk Community Trust (FCT) and SESTRAN.

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

Quality criterion - Name: Quality / Weighting: 60

Price - Weighting: 40

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

Value excluding VAT: £1,200,000

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

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The initial contract duration is 3 years with the option to extend for a further 2 x 12 month periods.

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

The estimated value of GBP1.2M is for 5 years.

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

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

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Bidders must pass the minimum standards sections of the SPD. These will be evaluated on a pass/fail basis.

Bidders shall be registered and accredited by Safe, Effective and Quality Occupational Health Service (SEQOHS); hold ISO 18000 Occupational Health and Safety Management System; hold ISO 14001 Environmental Management System; and ISO 9001 Quality Management System (or any substitute to these standards).

Bidders shall hold Cyber Essentials Plus, ISO 27001 or equivalent.

Bidders shall be able to evidence the following insurance levels:

Employer's (Compulsory) Liability Insurance = GBP5M

Public Liability Insurance = GBP10M

Professional Indemnity Insurance = GBP2M

Medical Malpractice Insurance = GBP2M

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

List and brief description of selection criteria

Bidders will be required to have a minimum yearly turnover of GBP1M for the last two years in the business areas covered by the proposed contract. There must be no qualifications or contra-indication from any evidence provided in support of the bidders economic and financial standing.

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

List and brief description of selection criteria

Selection criteria as stated in the ITT.

Minimum level(s) of standards possibly required

Providers must have an electronic referral system in place. Systems must comply with the following:

Regular IT health checks/penetration tests must be carried out by a CHECK or CREST accredited company on both your IT infrastructure and your IT applications and any High or Medium-High (CVSS 4.5 and above) vulnerabilities are remediated.

Critical patches must be applied within 14 days of release.

Carry out a security assessment based on the National Cyber Security Centre 14 point Cloud Security principles.

The data is hosted (including any back-up arrangements) in the UK. If the EU confirms an “adequacy decision” in favour of the UK, hosting in the EEA would also be permitted.

## **III.2) Conditions related to the contract**

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Medical staff shall be appropriately qualified & registered with the General Medical Council or the Royal College of Nursing/Nursing & Midwifery Council (as role appropriate).

Occupational Health (OH) support staff will be suitably trained, experienced & supervised relative to the role.



All disciplines will be able to evidence continuing OH development & appraisal as required by their professional body.

### **III.2.2) Contract performance conditions**

The OH provider will be expected to provide assurances regarding Fair Work Practices (Living Wage) in respect of those engaged to provide the services.

Staff utilised will (as role appropriate) be subject to employer led vetting with Disclosure Scotland and/or as required by the Protecting Vulnerable Groups (Scotland) Act 2007. The employer shall ensure that individuals engaged to perform the Services are able to undertake regulated work and are not subject to any formal consideration or listed which restricts their duties in respect of the ability to perform the Services.

The OH provider will be expected to comply with the terms of the Data Protection Act 2018 in respect of the management & appropriate handling of personal data/medical records. This will include evidencing appropriate systems & processes to support compliance.

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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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: Yes

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

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

Originally published as:

Date

26 April 2021

Local time

12:00pm

Changed to:

Date

30 April 2021

Local time

12:00pm

See the [change notice](#).

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

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

Date

26 April 2021

Local time

12:00pm

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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: 12 months prior to the expiry date of the initial 3 year period or the extension period(s) at the option of the contracting authorities.

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=644281](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=644281).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

Community benefits are included in this requirement. For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2361>

A summary of the expected community benefits has been provided as follows:

3 x employability workshops or events in a school, college or group within Falkirk Council per annum.

(SC Ref:644281)

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

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

Falkirk Sheriff Court

Main Street

Falkirk

FK1 4AR

Country

United Kingdom

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

A tenderer that suffers loss as a result of a breach of duty under the Public Contracts (Scotland) Regulations 2015 may bring proceedings in the Sheriff Court or the Court of Session. Falkirk Council (the Council) will have a minimum standstill period of 10 days before awarding the contract. The communication of the award decision notice will be sent by e-mail to all tenderers with the standstill period commencing on the next day. If proceedings are started in the Sheriff Court or the Court of Session against the Council in respect of the decision to award the contract within the standstill period then the Council is prevented from awarding the contract. Post contract award the Sheriff Court or the Court of Session may (1) award damages provided proceedings are brought within 3 months from the date when the grounds for the bringing of the proceedings first arose (2) be entitled to issue an ineffectiveness order or impose a financial penalty on the Council. A claim for an ineffectiveness order must be made within 30 days of the Contract Award Notice being published or within 30 days of the date those who expressed an interest in or otherwise bid for the contract were informed of the conclusion of the contract or in any other case within 6 months from the date on which the contract was entered into.