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Tender

Framework Agreement for the Provision of Occupational Health Services to the named Academic Partners of the University of the Highlands and Islands

University of the Highlands and Islands

University of the Highlands and Islands

Inverness College UHI (Also known as UHI Inverness)

UHI Moray

North Highland College (Known as UHI North Highland)

Lews Castle College

West Highland College UHI

Highland Theological College

Sabhal Mòr Ostaig

Scottish Association for Marine Science ('SAMS')

F02: Contract notice

Notice identifier: 2023/S 000-007471

Procurement identifier (OCID): ocids-h6vhtk-03b2e8

Published 15 March 2023, 8:57am

Section I: Contracting authority

I.1) Name and addresses

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

Email

ayoung@apuc-scot.ac.uk

Telephone

+44 1463279000

Fax

+44 1463279001

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101

I.1) Name and addresses

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

Email

procurement@uhi.ac.uk

Telephone

+44 1463279000

Fax

+44 1463279001

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101

I.1) Name and addresses

Inverness College UHI (Also known as UHI Inverness)

1 Inverness Campus

Inverness

IV2 5NA

Email

info@inverness.uhi.ac.uk

Telephone

+44 1463273000

Fax

+44 1463279001

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.inverness.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00454

I.1) Name and addresses

UHI Moray

Moray Street

Elgin

IV30 1JJ

Email

michaela.munro.moray@uhi.ac.uk

Telephone

+44 1343576000

Fax

+44 1343576001

Country

United Kingdom

NUTS code

UKM62 - Inverness & Nairn and Moray, Badenoch & Strathspey

Internet address(es)

Main address

<https://www.moray.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00460

I.1) Name and addresses

North Highland College (Known as UHI North Highland)

Ormlie Road

Thurso

KW14 7EE

Email

info@northhighland.ac.uk

Telephone

+44 1847889000

Fax

+44 1847889001

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.northhighland.ac.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00471

I.1) Name and addresses

Lews Castle College

Castle Grounds, Stornoway

Isle of Lewis

HS2 0XR

Email

enquiries@lews.uhi.ac.uk

Telephone

+44 1851770000

Fax

+44 1851770001

Country

United Kingdom

NUTS code

UKM64 - Na h-Eileanan Siar (Western Isles)

Internet address(es)

Main address

<http://www.lews.uhi.ac.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00459

I.1) Name and addresses

West Highland College UHI

Carmichael Way

Fort William

PH33 6FF

Email

info@whc.uhi.ac.uk

Telephone

+44 01397874000

Fax

+44 1851770001

Country

United Kingdom

NUTS code

UKM63 - Lochaber, Skye & Lochalsh, Arran & Cumbrae and Argyll & Bute

Internet address(es)

Main address

www.whc.uhi.ac.uk

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA16402

I.1) Name and addresses

Highland Theological College

High Street

Dingwall

IV15 9HA

Email

kmcewan@apuc-scot.ac.uk

Telephone

+44 1349780203

Fax

+44 1851770001

Country

United Kingdom

NUTS code

UKM - Scotland

Internet address(es)

Main address

<https://www.htc.uhi.ac.uk/>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA29323

I.1) Name and addresses

Sabhal Mòr Ostaig

Sabhal Mor Ostaig, Teangue

Isle of Skye

IV44 8RQ

Email

ksmith@apuc-scot.ac.uk

Telephone

+44 1471888000

Fax

+44 1471888001

Country

United Kingdom

NUTS code

UKM6 - Highlands and Islands

Internet address(es)

Main address

<http://www.smo.uhi.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00467

I.1) Name and addresses

Scottish Association for Marine Science ('SAMS')

Scottish Marine Institute, Oban

Argyll

PA37 1QA

Email

tenders@sams.ac.uk

Telephone

+44 1631559000

Fax

+44 1631559001

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://www.sams.ac.uk>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA14563

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Framework Agreement for the Provision of Occupational Health Services to the named

Academic Partners of the University of the Highlands and Islands

Reference number

CS-UHI-23668

II.1.2) Main CPV code

- 85100000 - Health services

II.1.3) Type of contract

Services

II.1.4) Short description

The named Academic Partners of the University of the Highlands and Islands wish to form a sole supplier Framework Agreement for the Provision of Occupational Health Services. For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are under no obligation to use the Framework.

- UHI Executive Office
- UHI Inverness
- UHI Moray
- UHI North Highland
- UHI Outer Hebrides
- UHI West Highland
- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

It should be noted that UHI North Highland, UHI Outer Hebrides and UHI West Highland are expected to merge into one institution in the summer of 2023. In the event this merger takes place, the newly formed institution will have access to this contract.

Each named Academic Partner may join the Framework Agreement at any time during the Framework Agreement, for some this will be when their existing supply Agreements expire; this means that from the beginning of the Framework Agreement, participation may be phased in.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85140000 - Miscellaneous health services
- 85100000 - Health services

II.2.3) Place of performance

NUTS codes

- UKM6 - Highlands and Islands

II.2.4) Description of the procurement

The named Academic Partners of the University of the Highlands and Islands wish to form a sole supplier Framework Agreement for the Provision of Occupational Health Services. For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are under no obligation to use the Framework.

- UHI Executive Office
- UHI Inverness
- UHI Moray
- UHI North Highland
- UHI Outer Hebrides
- UHI West Highland

- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

It should be noted that UHI North Highland, UHI Outer Hebrides and UHI West Highland are expected to merge into one institution in the summer of 2023. In the event this merger takes place, the newly formed institution will have access to this contract.

Each named Academic Partner may join the Framework Agreement at any time during the Framework Agreement, for some this will be when their existing supply Agreements expire; this means that from the beginning of the Framework Agreement, participation may be phased in.

The Contractor shall be able to provide occupational health services in the following areas:

- Management Referral
- Health surveillance services /vocational screening
- Immunisations Services
- Physiotherapy Services
- Telephone Advisory Service
- Pre-Employment Assessment and Fitness for Employment
- Assessments relating to reasonable adjustments
- Preparation of Occupational Health policies, standards and procedures in liaison with clinical governance
- Liaise with personnel of named Academic Partners and be present at meetings and events of requested
- Specialist support services (including blood borne viruses, mental health (including early intervention) and drug/alcohol referrals and support, and as required, testing as part of ongoing programme)
- In liaison with the Quality and Clinical Standards team ensure pathways and Clinical protocols for managing frequently occurring conditions e.g. stress, muscular-skeletal symptoms are deployed consistently

- Deliver annual health promotion campaigns
- Ongoing promotion of service availability to staff

Please note that the named Academic Partner may, at its own discretion, request the Contractor to provide additional, related services if required during the lifetime of the Framework Agreement.

Appointments will be provided by telephone, video call or face to face.

Face to face sessions shall either be provided at each of the main campuses between the office hours of 08:30 and 17:00 Monday to Friday, or alternatively, the Contractor shall be expected to have a provision local to the named Academic Partner that ensures that staff members accessing the service are not required to travel long distances for any appointments or consultations. For the purpose of clarification, service provision must be accessible via public transport and the journey must not exceed one (1) hour in duration.

Video call or telephone sessions should only take place instead of a face-to-face appointment when this is deemed to be appropriate by the Contractor. Justification must be provided to the representative of the named Academic Partner, and agreement given by the relevant staff member whose appointment the decision relates to.

It should be noted that the number of face-to-face appointments for Management Referral on an annual basis is anticipated to be very limited. A breakdown of historic face-to-face appointments is provided in the tender documentation. Although face-to-face service delivery is rarely required, it is crucial that it is available, in the event it is necessary.

Additional detail regarding this requirement is contained within the Invitation to Tender document and associated Appendices.

II.2.5) Award criteria

Quality criterion - Name: Geographical Coverage / Weighting: 15%

Quality criterion - Name: Skills and Expertise of Staff / Weighting: 15%

Quality criterion - Name: Implementation / Weighting: 10%

Quality criterion - Name: Exit Strategy / Weighting: 5%

Quality criterion - Name: Reduction in Absence Rates / Weighting: 10%

Quality criterion - Name: Added Value Services / Weighting: 5%

Quality criterion - Name: Customer Service / Weighting: 5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Price - Weighting: 30%

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

Duration in months

48

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will commence for an initial term of twenty-four (24) months.

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

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

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

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

- Where Staff are medical doctors; they will have the appropriate medical qualifications and General Medical Council (GMC) Registration and/or any other relevant bodies, other applicable training/qualifications and have undertaken the necessary continuing professional development stated by their Royal College/GMC and the requisite appraisal system – or equivalent.
- Where the Staff are nurses or nurse practitioners; they will have the appropriate nursing qualification, nursing registration and be suitably trained, and have undertaken the necessary continuing professional development stated by their Royal College of Nursing (RCN)/Nursing and Midwifery Council (NMC) – or equivalent.
- Where Staff are physiotherapists, they must be chartered and be registered with the Health and Care professions Council (HCPC) or equivalent.
- Staff carrying out specialised Services, such as health surveillance, or those operating as OH advisors / Technicians (and who are not qualified as a doctor or nurse) shall have the necessary qualifications, training and experience.

III.1.2) Economic and financial standing

Minimum level(s) of standards possibly required

Insurance

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Public Liability Insurance = 5 000 000 GBP

Accounts

The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing:

Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Framework Agreement.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

Doctors and nurses with the relevant qualifications and membership as set out above.

III.2.2) Contract performance conditions

As per specification of requirements, the SPD and all tender documentation.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.3) Information about a framework agreement or a dynamic purchasing system

The procurement involves the establishment of a framework agreement

Framework agreement with a single operator

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

19 April 2023

Local time

12:00pm

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: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

19 April 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: March 2025 OR March 2026 OR March 2027

Please note that the timing for a future contract notice with regard to this requirement cannot be determined at this point in time.

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

The below documentation requires to be submitted as part of the tender submission:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E - Commercial Questionnaire

Appendix F - Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Cloud Risk Evaluation Questionnaire

Appendix I - Cloud Security Principles

Appendix K - Conflict of Interest

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 23653. For

more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:724454)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff and Justice of the Peace Court

Inverness

IV2 3EG

Country

United Kingdom