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Contract

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

F03: Contract award notice

Notice identifier: 2024/S 000-010364

Procurement identifier (OCID): ocds-h6vhtk-040ff8

Published 28 March 2024, 3:30pm

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.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-27600

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 Framework Agreement for the Provision of Occupational Health Services. The Framework Agreement is split into two (2) Lots:

Lot 1 – Staff

Lot 2 – Students

The Academic Partners of the University of the Highlands and Islands with access to Lot 1 are:

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

The Academic Partners of the University of the Highlands and Islands with access to Lot 2 are:

- UHI Executive Office
- UHI Inverness

- UHI Moray

II.1.6) Information about lots

This contract is divided into lots: Yes

II.1.7) Total value of the procurement (excluding VAT)

Value excluding VAT: £322,062

II.2) Description

II.2.1) Title

Staff

Lot No

1

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 Framework Agreement for the Provision of Occupational Health Services to Staff.

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, West and Hebrides
- UHI Perth
- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

The purpose of this procurement exercise, for Lot 1, is to appoint a suitably qualified and competent Contractors for the provision of Occupational Health related services for Staff. Service provision must be quality-focused and tailored to meet the needs of the named Academic Partners, whilst remaining legally compliant and in accordance with medical best practice.

The Contractor will provide staff at the named Academic Partners of the University of the Highlands and Islands with Occupational Health services based on assessed need at any point during the Framework Agreement term. Referrals to the service will be made via the Named Academic Partner's Authorised Representative or as a self-referral by the staff member. It is expected that staff will be examined within ten (10) working days of referral. Appointment times will be provided within the office hours of 09:00 and 17:00, Monday - Friday. Service provision will be delivered 52 weeks in a year, excluding public holidays.

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

- Management Referral
- Health Surveillance Services
- Immunisations Services
- Physiotherapy
- Chiropractic
- Osteopathy
- Pre-Employment Assessment and Fitness for Employment

- Assessments relating to reasonable adjustments
- Telephone Advisory Service

Please note that with regard to the above points, the Contractor must be able to cover a minimum of 5 points (in-house) to bid for a position on the Framework.

The Contractor should also be capable of the below:

- Provide professional support/advice/guidance with regard to the Preparation of Occupational Health policies, standards and procedures in liaison with clinical governance
- Workplace visits
- Liaise with personnel of named Academic Partners and be present at meetings and events if requested
- Specialist support services (including blood borne viruses, drug/alcohol referrals and support, and as required, testing as part of ongoing programme)
- 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.

II.2.5) Award criteria

Quality criterion - Name: Service Methodology / Weighting: 15%

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

Quality criterion - Name: Implementation / Weighting: 5%

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

Quality criterion - Name: Business Continuity / 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.2.11) 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

Students

Lot No

2

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 Framework Agreement for the Provision of Occupational Health Services to Students. 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

The purpose of this procurement exercise, for Lot 2, is to appoint a suitably qualified and competent Contractors for the provision of Occupational Health related services for Students. Service provision must be quality-focused and tailored to meet the needs of the named Academic Partners, whilst remaining legally compliant and in accordance with medical best practice.

The following course offerings are included in the scope of this Lot:

- UHI Executive Office – Nursing and Midwifery
- UHI Executive Office – Optometry
- UHI Inverness – Dental
- UHI Moray – Care and Administration

Please note that throughout the lifetime of the Framework Agreement, additional courses may be added.

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

- Initial course clearance
- Management referral
- Health interview
- Immunisation services
- Health Surveillance
- Skin Surveillance
- Needlestick injuries
- Pre course paper screening

- Blood testing

Please note that a full list of immunisations is provided, and the Contractor does not require to possess the capability to cover all immunisations in order to submit a tender.

II.2.5) Award criteria

Quality criterion - Name: Geographical Coverage / Weighting: 20%

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

Quality criterion - Name: Resource Levels / Weighting: 10%

Quality criterion - Name: Exit Strategy and Business Continuity / Weighting: 10%

Quality criterion - Name: Customer Service / Weighting: 10%

Quality criterion - Name: Continuous Improvement / Weighting: 5%

Price - Weighting: 30%

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

The procurement involves the establishment of a framework agreement

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.2.1) Previous publication concerning this procedure

Notice number: [2023/S 000-031910](#)

Section V. Award of contract

Lot No

1

Title

Staff

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

26 March 2024

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

NHS Highland

Occupational Health Department Osprey House Raigmore Avenue

Inverness

IV2 3DZ

Country

United Kingdom

NUTS code

- UKM6 - Highlands and Islands

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £81,510

Section V. Award of contract

Lot No

2

Title

Students

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

26 March 2024

V.2.2) Information about tenders

Number of tenders received: 1

Number of tenders received from SMEs: 0

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 1

Number of tenders received by electronic means: 1

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

NHS Highland

Occupational Health Department Osprey House Raigmore Avenue

Inverness

IV2 3DZ

Country

United Kingdom

NUTS code

- UKM6 - Highlands and Islands

The contractor is an SME

No

V.2.4) Information on value of contract/lot (excluding VAT)

Total value of the contract/lot: £240,552

V.2.5) Information about subcontracting

The contract is likely to be subcontracted

Short description of the part of the contract to be subcontracted

The Contractor (NHS Highland) has proposed the use of NHS Western Isles as a Sub-Contractor, with regard to service provision for Students located in the Western Isles (Lot 2).

Section VI. Complementary information

VI.3) Additional information

The below documentation requires to be submitted as part of the tender submission for Lot 1:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E1 - Lot 1 Pricing Schedule

Appendix F1 - Lot 1 Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Compliance Risk Assessment

Appendix I - Conflict of Interest

The below documentation requires to be submitted as part of the tender submission for Lot 2:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E2 - Lot 2 Pricing Schedule

Appendix F2 - Lot 2 Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Compliance Risk Assessment

Appendix I - Conflict of Interest

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.

(SC Ref:762165)

VI.4) Procedures for review

VI.4.1) Review body

Inverness Sheriff and Justice of the Peace Court

Inverness

IV1 1AH

Country

United Kingdom