

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/013276-2024>

Tender

Employee Assistance Programme

Employee Assistance Programme

F02: Contract notice

Notice identifier: 2024/S 000-013276

Procurement identifier (OCID): ocds-h6vhtk-0454ca

Published 24 April 2024, 11:52am

Section I: Contracting authority

I.1) Name and addresses

Employee Assistance Programme

MacLaurin Building, 4 Bishops Square

Hatfield

AL10 8NE

Contact

Procurement

Email

procurement-professionalservices@herts.ac.uk

Country

United Kingdom

NUTS code

UKH23 - Hertfordshire

Internet address(es)

Main address

<https://www.herts.ac.uk>

Buyer's address

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Help>

I.3) Communication

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

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Help>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Help>

Tenders or requests to participate must be submitted to the above-mentioned address

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

<https://in-tendhost.co.uk/universityofhertfordshire.aspx/Help>

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

Employee Assistance Programme

Reference number

24003

II.1.2) Main CPV code

- 85147000 - Company health services

II.1.3) Type of contract

Services

II.1.4) Short description

The University of Hertfordshire is conducting a tender exercise in order to set up a contract for the provision of the Employee Assistance Programme. The contract will run from the 1st August 2024 for three (3) years until 31st July 2027. At the end of the first three years, the University will have an option to extend for a further two years in twelve month increments. This is subject to satisfactory performance of the contract. All University policies and regulations relating to information, security, data management, systems and service, will apply to all contracts resulting from this tender. The contractor will provide the service using qualified staff to provide support and guidance to University staff.

II.1.5) Estimated total value

Value excluding VAT: £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)

- 85147000 - Company health services

II.2.3) Place of performance

NUTS codes

- UKH23 - Hertfordshire

II.2.4) Description of the procurement

The contractor will provide the service using qualified staff to provide support and guidance to University staff. The service will include (but is not limited to):- One off (ad-hoc) telephone or e-counselling.- Structured telephone counselling (STC).- Structured e-counselling (SEC).- Online cognitive behavioral therapy (CBT).- Structured face to face counselling (F2F).- Legal information.- Financial information.- Debt information.- Health and Wellbeing information.- Trauma management consultancy.- Management/staff helpline.

II.2.5) Award criteria

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

II.2.6) Estimated value

Value excluding VAT: £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

This will be retendered at the end of the contract

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 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

The supplier must be able to provide qualified staff to provide the services detailed in the tender documents and provide evidence on this as required

III.1.2) Economic and financial standing

Selection criteria as stated in the procurement documents

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

24 May 2024

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

IV.2.7) Conditions for opening of tenders

Date

24 May 2024

Local time

12:00pm

Place

University of Hertfordshire

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

University of Hertfordshire

Hatfield

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Crown Commercial Services

Liverpool

Country

United Kingdom

VI.4.3) Review procedure

Precise information on deadline(s) for review procedures

This would be in accordance with the Public Contract Regulations

VI.4.4) Service from which information about the review procedure may be obtained

University of Hertfordshire

Hatfield

Country

United Kingdom