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Tender

## **SU145(24) Staff Counselling Services**

Swansea University

F02: Contract notice

Notice identifier: 2024/S 000-015712

Procurement identifier (OCID): ocds-h6vhtk-045a6c

Published 17 May 2024, 1:55pm

### **Section I: Contracting authority**

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

Swansea University

Procurement Office, Swansea University, Singleton Park

Swansea

SA2 8PP

#### **Contact**

Chris Grant

#### **Email**

[procurement@swansea.ac.uk](mailto:procurement@swansea.ac.uk)

#### **Telephone**

+44 1792602779

#### **Country**

United Kingdom

**NUTS code**

UKL18 - Swansea

**Internet address(es)**

Main address

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

Buyer's address

[https://www.sell2wales.gov.wales/search/Search\\_AuthProfile.aspx?ID=AA0345](https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0345)

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

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

**I.4) Type of the contracting authority**

Body governed by public law

**I.5) Main activity**

Education

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**Section II: Object**

## **II.1) Scope of the procurement**

### **II.1.1) Title**

SU145(24) Staff Counselling Services

Reference number

SU145(24)

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

- 85312320 - Counselling services

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

Services

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

Swansea University operates an in-house Occupational Health (OH) Service. They look after all University Staff and students.

The team are line managed by the Occupational Health Manager and consists of six clinical staff including professional and qualified Occupational Health Nurse Advisors, Occupational Health Mental Health Advisors and Registered General Nurses supported by three administrators.

The University has circa 4500 employees. The University operates an outsourced provision for its Staff Counselling services.

We would require an on-line booking portal/process as the primary source of making a booking. There should be a central phone number should Employees wish to make a booking by phone.

The scope of the requirement is to provide Counselling services to staff. These services include but not limited to:

Coaching and Counselling Services including Therapeutic Interventions

The Supplier shall provide telephone, online and face-to-face, short term, focused coaching and counselling Services including Cognitive Behavioural Therapy (CBT) and other therapeutic interventions.

The contract will be for an initial 2 year period with the option to extend for a further 2

years on an annual basis (2+1+1).

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

Value excluding VAT: £208,000

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85312300 - Guidance and counselling services
- 85312320 - Counselling services

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

NUTS codes

- UKL18 - Swansea

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

Swansea University operates an in-house Occupational Health (OH) Service. They look after all University Staff and students.

The team are line managed by the Occupational Health Manager and consists of six clinical staff including professional and qualified Occupational Health Nurse Advisors, Occupational Health Mental Health Advisors and Registered General Nurses supported by three administrators.

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The contract will be for an initial 2 year period with the option to extend for a further 2 years on an annual basis (2+1+1).

#### **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: £208,000

#### **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

2 year period with the option to extend for a further 2 years on an annual basis (2+1+1).

#### **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

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

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

#### **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

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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**

Date

21 June 2024

Local time

2:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English, Welsh

#### **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

21 June 2024

Local time

2:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

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

Electronic invoicing will be accepted

Electronic payment will be used

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

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at [https://www.sell2wales.gov.wales/search/search\\_switch.aspx?ID=141555](https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=141555)

(WA Ref:141555)

The buyer considers that this contract is suitable for consortia.

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

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

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom