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Tender

## **CO0346 Employee Assistance Programme**

Essex County Council

F02: Contract notice

Notice identifier: 2023/S 000-016256

Procurement identifier (OCID): ocds-h6vhtk-03d4ac

Published 8 June 2023, 11:23am

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

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

Essex County Council

County Hall, Market Road

Chelmsford

CM1 1QH

#### **Contact**

Ms Sophie Jarrett

#### **Email**

[sophie.jarrett@essex.gov.uk](mailto:sophie.jarrett@essex.gov.uk)

#### **Telephone**

+44 333

#### **Country**

United Kingdom

**Region code**

UKH3 - Essex

**Internet address(es)**

Main address

<https://www.essex.gov.uk/>

Buyer's address

<https://www.essex.gov.uk/>

**I.3) Communication**

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

<https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://procontract.due-north.com>

**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**

CO0346 Employee Assistance Programme

Reference number

DN669025

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

- 85147000 - Company health services

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

Services

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

At Essex County Council (ECC) we are committed to supporting the wellbeing of our people. We strive to enable the right environment, conditions, and behaviours so individual and organisational wellbeing is embedded in everything we do.

The purpose of our Employee Assistance Programme (EAP) provision is to provide confidential and professional support to employees who may be experiencing personal or work-related issues. This will be offering counselling, guidance, and resources for a range of challenges such as stress, anxiety, depression, substance abuse, financial or legal issues, and more.

We are seeking a Provider to deliver an EAP service within ECC as a crucial aspect of our broader wellbeing offer, to ensure that our employees have access to timely and effective support to help them cope with personal and work-related challenges, and ultimately, maintain a healthy and productive workforce.

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

Value excluding VAT: £351,000

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKH3 - Essex

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

At Essex County Council (ECC) we are committed to supporting the wellbeing of our people. We strive to enable the right environment, conditions, and behaviours so individual and organisational wellbeing is embedded in everything we do.

The purpose of our Employee Assistance Programme (EAP) provision is to provide confidential and professional support to employees who may be experiencing personal or work-related issues. This will be offering counselling, guidance, and resources for a range of challenges such as stress, anxiety, depression, substance abuse, financial or legal issues, and more.

We are seeking a Provider to deliver an EAP service within ECC as a crucial aspect of our broader wellbeing offer, to ensure that our employees have access to timely and effective support to help them cope with personal and work-related challenges, and ultimately, maintain a healthy and productive workforce.

ECC's EAP is currently delivered by an external Provider, the contract of which is due to expire on 31st August 2023.

Services provided include, but are not limited to:

- ? advice and support
- ? counselling services
- ? management support services
- ? trauma and critical incident support
- ? promotion of the Employee Assistance Programme
- ? therapeutic interventions
- ? bullying and harassment support
- ? interactive health content via a web platform and mobile application

The annual utilisation rate with our current provider in 2022 (April – September) was 4.17%.

The organisation focused service will provide:

- ? An assessment of organisational need and the design of tailored EAP services
- ? Clear communication of the EAP defining the purpose, objectives, and parameters of the service
- ? Clear communication so that the EAP is used to maximum advantage for both employees and ECC
- ? Comprehensive procedures outlining how the EAP will operate and be monitored and evaluated
- ? An effective implementation and on-going promotion plan to reach all those eligible to use the service
- ? Feedback to ECC on themes and trends which would benefit from action by the authority
- ? Arrangements for audit, evaluation, and service developments

Occupational Health Services, general medical treatment, tax advice, legal advice aside from signposting in the context of welfare counselling and relevant consultation and advice relating to leisure or recreation are outside the scope of this procurement.

For a full description, please refer to the specification provided within the tender.

#### **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: £351,000

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

Duration in months

This contract is subject to renewal

Yes

Description of renewals

There are options to extend for a total period of up to 36 months.

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.12) Information about electronic catalogues**

Tenders must be presented in the form of electronic catalogues or include an electronic catalogue

#### **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 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

10 July 2023

Local time

12:00pm

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

English

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

Date

10 July 2023

Local time

1:00pm

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

High Court , Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom