

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/016256-2023>

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

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

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

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

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