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Tender

## **001706 Employee Assistance Programme (Telephone)**

Durham County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-018006

Procurement identifier (OCID): ocds-h6vhtk-05033b

Published 30 April 2025, 1:37pm

### **Changes to notice**

This notice has been edited. The [previous version](#) is still available.

The budget has increased from £23,000 per annum to £28,000 per annum. The clarification period has been extended to the 7th May 2025 at 5pm however the submission deadline remains the same.

### **Scope**

### **Reference**

001706

## **Description**

This Invitation to Bid is for the provision of a telephone based Employee Assistance Programme which includes a 24 hour, 365 days per year telephone advisory and counselling service for all Durham County Council employees, academy schools/colleges and other public sector organisations including town councils contracted to Durham County Council Occupational Health Services (including support for managers), elected members and care leavers in respect of any personal or emotional matter whether work or non-work related as specified in this and related documents. Similar services have been available since 2006.

Additionally, the Council is also seeking a Critical Incident stress/trauma Response Service on an 'as needed basis' which has also been in place since 2006, although to date this has not been utilised.

Durham County Council are looking for a single specialist provider who can deliver this service.

The following key elements are required of the telephone-based Employee Assistance Programme:

Confidential Telephone support, advice and counselling

Online employee and manager advice

Launch of Service

Critical Incident Stress Response Service

## **Total value (estimated)**

- £112,000 excluding VAT

- £134,400 including VAT

Below the relevant threshold

## **Contract dates (estimated)**

- 1 August 2025 to 31 July 2027
- Possible extension to 31 July 2029
- 4 years

Description of possible extension:

2 x 12 months extensions are available subject to performance, funding and commissioner approval.

## **Main procurement category**

Services

## **CPV classifications**

- 85312300 - Guidance and counselling services
- 85312310 - Guidance services
- 85312320 - Counselling services

## **Contract locations**

- UKC14 - Durham CC

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## **Participation**

## **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

30 April 2025, 11:59pm

### **Tender submission deadline**

16 May 2025, 10:00am

### **Submission address and any special instructions**

Tender documents may be accessed free of charge at [www.open-uk.org](http://www.open-uk.org)

### **Tenders may be submitted electronically**

Yes

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## **Award criteria**

Technical questions 80%

Price 20%

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## Procedure

### Procedure type

Below threshold - open competition

### Special regime

Light touch

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## Contracting authority

### Durham County Council

- Public Procurement Organisation Number: PMPB-8772-VYWM

Corten House, Dunholme Close

Durham

DH1 5WB

United Kingdom

Email: [procurement.decisions@durham.gov.uk](mailto:procurement.decisions@durham.gov.uk)

Region: UKC14 - Durham CC

Organisation type: Public authority - sub-central government