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Planning

## **DBTH PIN - Sickness Absence Reporting**

Doncaster and Bassetlaw Teaching Hospital NHS Foundation Trust

F01: Prior information notice

Prior information only

Notice identifier: 2022/S 000-018871

Procurement identifier (OCID): ocids-h6vhtk-035060

Published 11 July 2022, 10:50am

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

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

Doncaster and Bassetlaw Teaching Hospital NHS Foundation Trust

Doncaster Royal Infirmary, Armthorpe Road

Doncaster

DN2 5LT

#### **Contact**

Richard Somerset

#### **Email**

[r.somerset@nhs.net](mailto:r.somerset@nhs.net)

#### **Telephone**

+44 1302642379

#### **Country**

United Kingdom

**NUTS code**

UKE31 - Barnsley, Doncaster and Rotherham

**Internet address(es)**

Main address

<https://www.dbth.nhs.uk>

Buyer's address

<https://www.dbth.nhs.uk>

**I.3) Communication**

Additional information can be obtained from 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://health-family.force.com/s/Welcome>

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

Other type

NATIONAL HEALTH SERVICE

**I.5) Main activity**

Other activity

National Health Service

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**Section II: Object**

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

**II.1.1) Title**

## DBTH PIN - Sickness Absence Reporting

Reference number

C83688 / CF-09202

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

- 79414000 - Human resources management consultancy services

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

Services

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

We are wanting to standardise the way staffs absence is recorded (and reported) within in NHS trusts and foundation trusts who provide services within the NHS South Yorkshire Integrated Care Board (ICB) area.

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

This contract is divided into lots: No

## **II.2) Description**

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

NUTS codes

- UKE31 - Barnsley, Doncaster and Rotherham

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

Brief of what we require:

NHS South Yorkshire Integrated Care Board (ICB) is part of the South Yorkshire Health and Care System (ICS). The ICB is a system of partnerships and collaborations working together within Barnsley, Bassetlaw, Doncaster, Rotherham and Sheffield, to help break down barriers between NHS services and providing patients with better care. It also means instead of separate organisation all being responsible for individual health and care services, work is more joined up within the region, with a single budget and a single set of health and care objectives.

We are wanting to standardise the way staffs absence is recorded (and reported) within in NHS trusts and foundation trusts who provide services within the ICBs area. Currently all trusts have their own way or capturing and reporting this data, which is not ideal and its

thought a centralised system would be beneficial in stream lining the work as well as supporting our staff while they are absent.

Draft specification:

The purpose of publishing this Prior information notice is to alert potential bidders of our intention to explore solutions, procurement and contracting options for a new system. To centralise the recording and reporting of sick absence for the ICB, the solution will need to support the needs of the HR services within a number of NHS trusts and foundation trusts in the region. The arrangement will need to incorporate an interactive voice response (IVR) solution (part 1) as well as a case management system (part 2). The system needs to hold information for approx. 35 thousand staff, and work with ESR either with a linked interface or an excel/ .csv extract/ import option.

- Part 1

To assist the reporting of sick absence for staff, the system will need a modern and effective way of capturing staff information when they contact us regarding their absence. As well as an IVR system, we are also looking at non-verbal options, for example web chat/ eForms.

- Part 2

HR case management system, this should be a cloud based application which allows HR teams and line managers to log, track and monitor staffs cases in line with the current policy (i.e. absence recording, bullying and harassment, grievance, long term/ short term sick). It should include user friendly steps, incorporate letter templates and have the function to run a number of reports/ queries linked to the cases it holds (i.e. extracting reporting's on bullying and harassment linked to ethnicity/ gender/ disability)

The system would ideally also have functions which can be amended in-house, as if a policy is amended then the system will need to mirror this change.

We would like to hear from you if you feel you have the solution for us, written expression of interest giving a brief outline of the system and its functions in line with the both is required, this needs to be submitted by: 27th July 2022, and we will be looking to having meetings/ demonstration with providers: W/C 1st August 2022.

#### **II.2.14) Additional information**

Please register your interest via the Atamis Tendering Portal.

#### **II.3) Estimated date of publication of contract notice**

27 June 2022

## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes