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Tender

## **Employee Assistance Programme & Support Services**

University of Leicester

F02: Contract notice

Notice identifier: 2023/S 000-022757

Procurement identifier (OCID): ocds-h6vhtk-03ed2b

Published 4 August 2023, 2:05pm

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

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

University of Leicester

University of Leicester, University Road

Leicester

LE1 7RH

#### **Contact**

Stewart Brewer

#### **Email**

[sab88@le.ac.uk](mailto:sab88@le.ac.uk)

#### **Telephone**

+44 1162525205

#### **Country**

United Kingdom

**Region code**

UKF21 - Leicester

**Internet address(es)**

Main address

<https://universityofleicester.delta-esourcing.com/>

Buyer's address

<https://le.ac.uk/>

**I.3) Communication**

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

<https://www.delta-esourcing.com/tenders/UK-UK-Leicester:-Health-services./2H2P2K3YV2>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.delta-esourcing.com/tenders/UK-UK-Leicester:-Health-services./2H2P2K3YV2>

Tenders or requests to participate must be submitted to the above-mentioned address

**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**

Employee Assistance Programme & Support Services

Reference number

LUV01145

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

- 85100000 - Health services

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

Services

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

The University of Leicester is seeking to appoint a provider of an Employee Assistance Programme including staff counselling and online support for a variety of circumstances. A more detailed description of requirements can be found in Section 3 of the Invitation to Tender (ITT). The successful tenderer will be expected to work with the Staff Health and Wellbeing Lead and the Occupational Health Team based at the University.

The successful tenderer will be required to enter into a contractual arrangement and complete set up of the services no later than 31st January 2024.

The contract term will be four years, with the option to extend for a further 24 months, subject to annual reviews. T

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

Value excluding VAT: £200,000

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

This contract is divided into lots: No

### **II.2) Description**

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

NUTS codes

- UKF21 - Leicester

Main site or place of performance

Leicester

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

The University of Leicester is seeking to appoint a provider of an Employee Assistance Programme including staff counselling and online support for a variety of circumstances. A more detailed description of requirements can be found in Section 3 of the Invitation to Tender (ITT). The successful tenderer will be expected to work with the Staff Health and Wellbeing Lead and the Occupational Health Team based at the University.

The successful tenderer will be required to enter into a contractual arrangement and complete set up of the services no later than 31st January 2024.

The contract term will be four years, with the option to extend for a further 24 months, subject to annual reviews.

#### **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: £200,000

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

Duration in months

72

This contract is subject to renewal

Yes

Description of renewals

The contract term will be four years, with the option to extend for a further 24 months, subject to annual reviews.

#### **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

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

N/A

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

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

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

N/A

##### **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

4 September 2023

Local time

3:00pm

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

English

##### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 31 December 2023

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

Date

4 September 2023

Local time

3:30pm

Place

Leicester

Information about authorised persons and opening procedure

University of Leicester Procurement Unit

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## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 2027 or 2029 depending on extension options taken

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

The contracting authority considers that this contract may be suitable for economic operators that are small or medium enterprises (SMEs). However, any selection of tenderers will be based solely on the criteria set out for the procurement.

For more information about this opportunity, please visit the Delta eSourcing portal at:

<https://universityofleicester.delta-esourcing.com/tenders/UK-UK-Leicester:-Health-services./2H2P2K3YV2>

To respond to this opportunity, please click here:

<https://universityofleicester.delta-esourcing.com/respond/2H2P2K3YV2>

GO Reference: GO-202384-PRO-23575260

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

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

University of Leicester

University Road

Leicester

LE1 7RH

Email

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

Telephone

+44 1162525205

Country

United Kingdom

Internet address

<https://le.ac.uk/>

#### **VI.4.2) Body responsible for mediation procedures**

University of Leicester

University Road

Leicester

LE1 7RH

Email

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

Telephone

+44 1162525205

Country

United Kingdom

Internet address

<https://le.ac.uk/>

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

In accordance with Regulations 86 and 87 of the Public Contracts Regulations 2015, the University will incorporate a 10 calendar days standstill period starting from the day information on the award of the contract was communicated to tenderers. The regulations

provide for aggrieved parties who have been harmed or are at risk of harm by a breach of the

rules to take action in the High Court (England, Wales and Northern Ireland).

**VI.4.4) Service from which information about the review procedure may be obtained**

University of Leicester

University Road

Leicester

LE1 7RH

Email

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

Telephone

+44 1162525205

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