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Tender

## **ITT316 Appointment of an Occupational Health Provider (Staff occupational health)**

University of Northampton

F02: Contract notice

Notice identifier: 2024/S 000-028679

Procurement identifier (OCID): ocids-h6vhtk-0498f1

Published 6 September 2024, 5:47pm

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

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

University of Northampton

University Drive

Northampton

NN1 5PH

#### **Email**

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

#### **Country**

United Kingdom

#### **NUTS code**

UKF24 - West Northamptonshire

#### **Internet address(es)**

Main address

[www.northampton.ac.uk](http://www.northampton.ac.uk)

Buyer's address

<https://in-tendhost.co.uk/universityofnorthampton/>

### **I.3) Communication**

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

<https://in-tendhost.co.uk/universityofnorthampton.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://in-tendhost.co.uk/universityofnorthampton.aspx/Home>

Tenders or requests to participate must be submitted to 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://in-tendhost.co.uk/universityofnorthampton.aspx/Home>

### **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**

ITT316 Appointment of an Occupational Health Provider (Staff occupational health)

Reference number

ITT316

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

- 85147000 - Company health services

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

Services

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

The University of Northampton is seeking an Occupational Health accredited single provider who is approved by Northamptonshire Local Government Pension Scheme Administrator Authority who can deliver a full Occupational Health service to approximately 2500 employees. Services required include pre-employment checks, management referrals, health surveillance, an employee assistance programme, mediation, counselling programmes. The Contract shall be for a period of 3 years with the possibility entirely at the University's discretion for up to 2 further 1 year extensions.

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

Value excluding VAT: £270,000

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

This contract is divided into lots: No

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

#### **II.2.2) Additional CPV code(s)**

- 85147000 - Company health services
- 85140000 - Miscellaneous health services

- 85100000 - Health services
- 75122000 - Administrative healthcare services

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

NUTS codes

- UKF24 - West Northamptonshire

Main site or place of performance

Northampton

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

The University of Northampton is seeking an Occupational Health accredited single provider who is approved by Northamptonshire Local Government Pension Scheme Administrator Authority who can deliver a full Occupational Health service to approximately 2500 employees. Services required include pre-employment checks, management referrals, health surveillance, an employee assistance programme, mediation, counselling programmes. The University requires provision of a secure on-line portal to manage communications with, and be made available to individual UON staff members for health surveillance purposes. The Contract shall be for a period of 3 years with the possibility entirely at the University's discretion for up to 2 further 1 year extensions.

### **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: £270,000

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

Duration in months

36

This contract is subject to renewal

Yes

Description of renewals

The contract may be extended at the University's discretion for a further 2 x 12 month extensions.

#### **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**

Tender is published on <https://in-tendhost.co.uk/universityofnorthampton>. Please register your organisation, once registration is accepted you can access the tender documents. The University envisages a 36 month contract with the option to extend by 2 further 12 month periods.

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

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

##### **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

Accelerated procedure

Justification:

Due to internal considerations the University is using an accelerated 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

25 September 2024

Local time

5:00pm

#### **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**

Duration in months: 3 (from the date stated for receipt of tender)

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

Date

25 September 2024

Local time

5:00pm

Place

Please see tender documentation for further information. When submitting your Stage response all sections of the documents must be fully completed and signed. Please ensure your tender return is submitted by the tender return date and time, please refer to the tender document for procedure for the submission of tenders.

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

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

The University reserves the right to cancel or amend this procurement at any stage and to not award the contract in whole or in part, and does not bind itself to accept any tender. The University shall not be liable for any costs or expenses (of any nature) incurred by any prospective service provider (or any of its consortium members or sub-contractors) in responding to this notice or in participating in this procurement process, including (without limitation) if the University cancels or amends this procurement process or makes no contract award.

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

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

High Court

London

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

The Procurement process will incorporate a standstill period at the point that notification of the proposed award of the contract is communicated to tenderers. That notification will provide information on the award decision as is required by the Public Contracts Regulations 2015.