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Tender

2324-03-SPCC-JB Occupational Health Service for Students

Sheffield Hallam University

F02: Contract notice

Notice identifier: 2023/S 000-028809

Procurement identifier (OCID): ocids-h6vhtk-0406b2

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Section I: Contracting authority

I.1) Name and addresses

Sheffield Hallam University

City Campus, Howard Street

SHEFFIELD

S11WB

Contact

Procurement Team

Email

strategicprocurement@shu.ac.uk

Telephone

+44 1142253431

Country

United Kingdom

Region code

UKE32 - Sheffield

UK Register of Learning Providers (UKPRN number)

10005790

Internet address(es)

Main address

<https://www.shu.ac.uk>

I.3) Communication

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

<https://www.in-tendhost.co.uk/sheffieldhallamuniversity>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.in-tendhost.co.uk/sheffieldhallamuniversity>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

2324-03-SPCC-JB Occupational Health Service for Students

Reference number

2324-03-SPCC-JB

II.1.2) Main CPV code

- 85100000 - Health services

II.1.3) Type of contract

Services

II.1.4) Short description

The University requires an Occupational Health Service (OHS) supplier to assess the health of applicants/students. The requirement is for the OHS to

- ensure that all applicants/students on regulated courses (teacher education, health and social care courses) meet the standards of health required by professional and statutory bodies, including provision of an immunisation service.
- undertake the health clearance for applicants on regulated courses within a timeframe aligned to the commencement of their course.
- provide relevant immunisations for applicants/students on relevant regulated courses within a timeframe aligned to the commencement of placement activity.
- provide medical opinion on the ability of any student to independently engage in managing their own health conditions whilst engaging with all aspects of their course of studying, including attendance at University and their attendance on placement where relevant.
- provide health screening and immunisation service for [PhD] students on an ad hoc basis.

The main aims of the OHS are as follows.

- To assure the University that applicants and students on regulated courses meet the Higher Education Occupational Practitioners (HEOP) standard of medical fitness required to train as teachers, health care professionals and social care professionals.
- To provide immunisations for health and social care applicants/students as required and in line with the Department of Health 'Green Book' (including PhD students where necessary).
- To provide medical opinion regarding support and/or adjustments students might require in order to fulfil the professional requirements of their course.
- To confirm health clearance for all applicants on regulated courses prior to the commencement of the course in accordance with the timetable provided by the University.
- To confirm vaccination clearance for all students on relevant regulated courses prior to the commencement of placement activity in accordance with the timetable provided by the University.
- To respond to any revisions and/or additions to the regulatory requirements for students on regulated courses.
- To provide medical opinion on the capability of students to self-manage existing health conditions where there is a concern about the impact on, self, other students and staff, patients, staff in placement settings, and/or following a break in study for medical reasons.
- To provide medical opinion regarding support and/or adjustments students might require to independently manage their own health conditions whilst attending University and during any placements (as above).

Note that examples of health care professional courses includes: nursing, midwifery, operating department practice, paramedic, diagnostic radiography, radiography and oncology, occupational therapy, physiotherapy, physician associates, dietetics, art psychotherapy.

II.1.5) Estimated total value

Value excluding VAT: £2,666,667

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 85140000 - Miscellaneous health services

II.2.3) Place of performance

NUTS codes

- UKE32 - Sheffield

Main site or place of performance

Sheffield

II.2.4) Description of the procurement

Scope

The scope of this tender includes the following:

Online health screening (teacher education, health and social care students only)

It is a course offer/enrolment requirement for all teacher education, health and social care courses that applicants have completed an online health screening questionnaire.

OH service are responsible for ensuring that the health screening questionnaire is fit for purpose and made accessible to students/applicants online.

Following receipt of completed online health screening questionnaire directly from applicants, OH service must:-

- make a medical judgement regarding the suitability of the applicant to undertake their course, taking into account the nature of the professional role to which the course leads
- provide information on the rationale for the medical judgement and details of any reasonable adjustments which could be put in place.
- provide clear outcome:

suitable to commence training with no reservations;

only suitable to commence training on the professional course under certain conditions/restrictions and/or if specified reasonable adjustments are able to be implemented;

not suitable to commence training with clear and detailed reasons for the decision.

As part of this process, it may be necessary to undertake a bio-psychosocial assessment of suitability before a clear outcome is reached.

The Supplier Portal and system requirements for the online health screening process includes:

- online form completion by applicants/students
- online tracking of clearance outcome by applicants/students and University
- online tracking of any necessary bio-psychosocial assessments required
- system compliance with GDPR legislation
- ability to transfer clearance outcomes to University systems, preferably using modern integration methods
- ability to view live data, preferably with the facility to manipulate and download filtered data, or provide progress reports as required.

Provision of immunisation/vaccinations (health care students only)

It is a requirement for all health care students to have the necessary immunisations to ensure they are protected against occupationally acquired illness in order to attend placement.

OH service must ensure that applicants/students provide evidence that they have received the necessary vaccinations required for working in health care settings as per the stipulations set out in the Department of Health 'Green Book'.

Where applicants/students do not have evidence of the required vaccinations, OH must provide blood screening and/or vaccination programme to ensure that students reach appropriate immunisation clearance in accordance with the University's timeline for commencement of placement.

Once applicants/students have been confirmed as suitable based on the online health screening process, they must undertake the appropriate programme of vaccinations in preparation for their first placement.

Each applicant/student must have an initial medical appointment at which OH service take blood for screening, discuss vaccination requirements and any other individual needs/concerns.

Medical appointments are currently carried out during "clinics" which are held on University premises (or at the OH service premises for ad hoc cases as appropriate). University and OH service agree schedule of clinic dates.

The Supplier Portal and systems requirements for the online immunisation/vaccination programme includes:

- online tracking of immunisation status by applicants/students and University
- online booking of appointments for applicants/students with automated reminders
- system compliance with GDPR legislation
- ability to transfer clearance outcomes to University systems, preferably using modern integration methods
- ability to view live data, preferably with the facility to manipulate and download filtered data, or provide progress reports as required.

Bio-psychosocial assessments (suitability, fitness to practise, capability)

OH service to arrange for applicant/student to undergo an assessment with the most relevant health professional.

OH service to facilitate a process for applicants/students to challenge the outcome of a bio-psychosocial assessment.

Suitability assessments

If applicant/student is not initially passed as suitable based on the online health screening questionnaire, OH service must liaise directly with the applicant/student to arrange a follow up appointment. This can be a telephone appointment or a face-to-face appointment with an OH practitioner as deemed appropriate by the OH service.

The reason for the follow up appointment must be transparent to the applicant/student and appointments agreed directly between the OH service and the applicant/student.

Where clinical information is required from other health services (e.g. GP, consultant, other health or social care professional), OH service must obtain consent directly from the applicant/student and obtain the appropriate clinical information.

Any refusal to give consent must be reported by the OH service to the University.

The applicant/student and the University must be provided with a clear OH outcome

report of the assessment:

- suitable/fit to commence training with no reservations;
- only suitable/fit to commence training under certain conditions/restrictions and/or if specified reasonable adjustments are able to be implemented;
- not suitable/fit to commence training with clear and detailed reasons for the decision.

Fitness to practice/continued suitability assessments

Referrals to the OH service can be made by the University on an ad hoc basis where there are concerns that students have not maintained the level of health required to continue on a teacher education, health or social care course and/or their health is impacting on their ability to engage with the professional requirements of the course.

These referrals can be as a result of:

- a new health condition diagnosed by a health practitioner
- a change in an existing health condition
- a student returning from a break in study taken due to medical reasons and a reassessment of suitability is required
- referral to the University Fitness to Practice process.

On receipt of the referral from the University, the OH service must liaise directly with the student to arrange an appointment. This can be a telephone appointment or a face-to-face appointment with an OH practitioner as deemed appropriate by the OH service.

Where clinical information is required from other health services (e.g. GP, consultant, other health or social care professional), OH service must obtain consent directly from the student and obtain the appropriate clinical information.

Any refusal to give consent must be reported by the OH service to the University immediately.

The student and the University must be provided with a clear OH outcome report of the assessment:

- suitable/fit to undertake placement and/or academic studies with no reservations;
- only suitable/fit to undertake placement and/or academic studies under certain

conditions/restrictions and/or if specified reasonable adjustments are able to be implemented;

- not suitable/fit to undertake placement and/or academic studies with clear and detailed reasons for the decision.

Capability assessments

Referrals to the OH service can be made by the University on an ad hoc basis where there are concerns that a student (on any course) is incapable of independent living and managing their own health conditions.

Concerns may arise where the support requirements of a student are impacting negatively on other students and/or staff.

Purpose of referral is for OH service to provide medical opinion regarding support and/or adjustments students might require to independently live and manage their own health conditions whilst attending University.

On receipt of the referral from the University, the OH service must liaise directly with the student to arrange an appointment. This can be a telephone appointment or a face-to-face appointment with an OH practitioner as deemed appropriate by the OH service.

Where clinical information is required from other health services (e.g. GP, consultant, other health or social care professional), OH service must obtain consent directly from the student and obtain the appropriate clinical information.

Any refusal to give consent must be reported by the OH service to the University.

The student and the University must be provided with a clear OH outcome report of the assessment:

- capable of independent living and able to manage own health conditions with no reservations;
- only capable of independent living and able to manage own health conditions if specified reasonable adjustments are able to be implemented;
- not capable of independent living or able to manage own health conditions.

Further details about this tender can be found within the ITT on In-Tend at <https://in-tendhost.co.uk/sheffieldhallamuniversity>.

II.2.5) Award criteria

Quality criterion - Name: Health screening results / Weighting: 2%

Quality criterion - Name: Student Clearance / Weighting: 9%

Quality criterion - Name: Fulfilling our requirements / Weighting: 7%

Quality criterion - Name: Improvements building on previous experience/knowledge / Weighting: 5%

Quality criterion - Name: Online system / Weighting: 7%

Quality criterion - Name: Continuous improvement / Weighting: 2%

Quality criterion - Name: Transition and Implementation / Weighting: 2.5%

Quality criterion - Name: End of Contract and transfer of data / Weighting: 2.5%

Quality criterion - Name: KPIs/SLAs / Weighting: 9%

Quality criterion - Name: Complains procedures / Weighting: 2%

Quality criterion - Name: Clinics / Weighting: 7%

Quality criterion - Name: Unforeseen circumstances / Weighting: 5%

Price - Weighting: 40%

II.2.6) Estimated value

Value excluding VAT: £2,666,667

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

Duration in months

96

This contract is subject to renewal

Yes

Description of renewals

The contract is expected to commence on the 1 April 2024, initially for a period of 2 years.

There is a further possibility of 3 x 2-year extension periods.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

The contract is expected to commence on the 1 April 2024, initially for a period of 2 years. There is a further possibility of 3 x 2-year extension periods.

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

This information can be found within the tender documents.

III.1.2) Economic and financial standing

List and brief description of selection criteria

This information can be found within the tender documents.

III.1.3) Technical and professional ability

Selection criteria as stated in the procurement documents

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

31 October 2023

Local time

11:00am

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: 4 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

31 October 2023

Local time

11:05am

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: Yes

VI.2) Information about electronic workflows

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

VI.4) Procedures for review

VI.4.1) Review body

Sheffield Hallam University

Sheffield

S1 1WB

Country

United Kingdom