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Planning

Health and Safety Consultancy

Money and Pensions Service

F01: Prior information notice

Reducing time limits for receipt of tenders

Notice identifier: 2022/S 000-030131

Procurement identifier (OCID): ocds-h6vhtk-037c2f

Published 26 October 2022, 10:02am

Section I: Contracting authority

I.1) Name and addresses

Money and Pensions Service

120 Holborn

London

EC1N 2TD

Email

tarek.alakari@maps.org.uk

Telephone

+44 1159659570

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

<https://www.moneyhelper.org.uk/en>

Buyer's address

<https://maps.app.jaggaer.com/>

I.3) Communication

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

<https://maps.app.jaggaer.com/>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://maps.app.jaggaer.com/>

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

Economic and financial affairs

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Health and Safety Consultancy

Reference number

22-145C

II.1.2) Main CPV code

- 71317210 - Health and safety consultancy services

II.1.3) Type of contract

Services

II.1.4) Short description

Health and Safety Consultancy

MaPS seeks to procure a Health and Safety (H&S) consultancy service to provide advisory support and operational oversight of the internal management of its H&S Management System (supporting MaPS Building Strong Foundations objective). This will ensure the organisation and its outsourcing arrangements adhere to prevailing legal and regulatory requirements and best practice norms. The service will also facilitate the timely communication of assurances to MaPS ELT and the Board.

II.1.5) Estimated total value

Value excluding VAT: £100,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

Expected Outcome –

MaPS seeks to procure a Health and Safety (H&S) consultancy service to provide advisory support and operational oversight of the internal management of its H&S Management System (supporting MaPS Building Strong Foundations objective). This will ensure the organisation and its outsourcing arrangements adhere to prevailing legal and regulatory requirements and best practice norms. The service will also facilitate the timely communication of assurances to MaPS ELT and the Board.

1. A compliant Health and Safety system (inc. policies, procedures, and guidance) to ensure the Health and Safety of MaPS' people and its stakeholders is maintained during the contract term.
2. The Health and Safety management system is audited annually with remedial action plans put in place to address any issues or areas of concern.
3. Health and safety risks are identified, escalated, and reported to the appropriate committee creating visibility and fostering engagement with the organisation's senior leadership.
4. A measurable culture of Health and Safety Compliance is embedded throughout the organisation and its delivery partners.

Deliverables required –

- Remote and onsite support with compliance documentation – updating of generic risk assessments when required, policies procedures specific to health and safety business requirements, review of employee handbook, safety checks list.
- CPD session on health and safety matters and risk to the business for all levels of employees.
- Safety talks and legislation update.
- Support with H&S management system.
- Provide timely legislation updates.
- Review of risk assessments and procedures, where required.
- Support MaPS to ensure its Facilities Management arrangements comply with legal and regulatory requirements.

- Support DSE assessments and oversight of Occupational Health outsource delivery
- Review and advise on 3rd party leases, contracts, and commercial agreements, as required.
- Support MaPS to put in place appropriate indemnity via commercial insurance.
- Support MaPS to interpret, challenge and implement recommended provided via third party health and safety audits (e.g., FRA, Asbestos survey's)
- Attending monthly H&S Management, Senior Leadership team and Risk Compliance meetings.
- Conduct an annual H&S compliance audit on site with key personnel with full written report.
- Creation of action plan with key deliverables of work. This will be held online and be maintained as an ongoing checklist / resource for review for the duration of our service.
- Advise MaPS on changes of premises and perform ad hoc inspections and audits, as required.

Please note, this is not a call for competition, but a desire to carry out early market engagement to support development of the commercial strategy for this requirement.

The contract value stated on this notice is purely indicative.

The closing date for responses to this notice is Wednesday 9th November 2022.

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

This is not a tender, this is a prior information notice for an upcoming opportunity.

II.3) Estimated date of publication of contract notice

16 December 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: No

Section VI. Complementary information

VI.4) Procedures for review

VI.4.1) Review body

Department of Work and Pensions

London

Country

United Kingdom