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Tender

## **Provision of A Physiotherapy and An Employee Counselling Service to Fife Council Employees & Associated Staff**

Fife Council

F02: Contract notice

Notice identifier: 2021/S 000-031105

Procurement identifier (OCID): ocids-h6vhtk-0300f8

Published 14 December 2021, 2:34pm

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

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

Fife Council

Fife House, North Street

Glenrothes

KY7 5LT

#### **Contact**

Yahia Reggab

#### **Email**

[yahia.reggab@fife.gov.uk](mailto:yahia.reggab@fife.gov.uk)

#### **Telephone**

+44 3451550000

**Country**

United Kingdom

**NUTS code**

UKM72 - Clackmannanshire and Fife

**Internet address(es)**

Main address

<http://www.fife.gov.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00187](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00187)

**I.2) Information about joint procurement**

The contract is awarded by a central purchasing body

**I.3) Communication**

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

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

#### **II.1.1) Title**

Provision of A Physiotherapy and An Employee Counselling Service to Fife Council Employees & Associated Staff

Reference number

CFM006

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

- 85147000 - Company health services

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

Services

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

Fife Council require the services of a contractor/(s) to provide a Physiotherapy Service and an Employee Counselling Service to Fife Council Employees & Associated Staff. This Contract may be awarded to either a single supplier or two suppliers (one supplier for each of the two services required or one supplier for more than one service).

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

Value excluding VAT: £560,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

## Provision of A Physiotherapy to Fife Council Employees & Associated Staff

Lot No

1

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

- 85142100 - Physiotherapy services

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

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

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

The service is to be provided on a “pay as you go” model for employees to access this service through a management referral, with the successful provider invoicing the council for work undertaken one month in arrears with accompanying pre invoices.

Physiotherapy is accessed by employees who are unable to carry out a full range of duties due to musculoskeletal problems and where the condition is having an adverse impact on their ability to do their day-to-day job.

The provider must have premises in central Fife e.g. Glenrothes (ideally) or Kirkcaldy. Preference will be given to a location with strong public transport links, which supports the Council's objective of Promoting a Sustainable Society.

### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

### **II.2.6) Estimated value**

Value excluding VAT: £280,000

### **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

Optional 12 months extension

#### **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) Description**

#### **II.2.1) Title**

Provision of An Employee Counselling Service to Fife Council Employees & Associated Staff

Lot No

2

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

- 85312320 - Counselling services

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

NUTS codes

- UKM72 - Clackmannanshire and Fife

Main site or place of performance

Fife

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

The service is to be provided on a “pay as you go” model for employees to access through a management referral or self-referral, with the successful provider invoicing the council for work undertaken one month in arrears with accompanying pre invoices. The current model is management referral or self-referral.

Management referrals may also be made where employees or groups of employees are in a formal council process e.g. grievance, performance, disciplinary procedure. Employees will be encouraged to attend and engage in counselling offered as a supportive mechanism for the employee.

The preferred model of service delivery is by telephone counselling or by a digital device. Face to face counselling shall also be offered where required. Where face to face counselling is offered, the successful provider must have premises in central Fife e.g. Glenrothes or Kirkcaldy. Preference will be given to a location with strong public transport links, which supports the Council’s objective of Promoting a Sustainable Society.

#### **II.2.5) Award criteria**

Quality criterion - Name: Quality / Weighting: 50

Price - Weighting: 50

#### **II.2.6) Estimated value**

Value excluding VAT: £280,000

#### **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

Optional extension of 12 months period

**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

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

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

#### **III.1.2) Economic and financial standing**

List and brief description of selection criteria

All candidates must pass the SPD

4B1.1 - Tenderers are required to provide their annual turnover for their last two financial set of accounts.

4B.4 - The Current Ratio will be applied. Tenderers are to provide their current assets and current liabilities in relation to their audited published accounts for the last two years and to divide the current assets by the current liabilities figure. If a company does not have 2 years of audited published accounts an explanation should be given.

4B.5.1b - Insurance - Employer's (Compulsory) Liability: Bidders are required to hold or commit to obtaining GBP 10,000,000 of Employer's (Compulsory) Liability Insurance.

4B.5.2-Insurance-All other types listed: Bidders are required to hold or commit to obtaining, prior to the commencement of the contract, the levels of all other types of insurance cover indicated. The values of the policies must be as follows:

Employer's Liability - 10 million GBP

Public Liability – 2.5 million GBP

Professional Negligence – 1 million GBP

Cyber Insurance - 5 million GBP

Data loss or breach- 5 million GBP

Minimum level(s) of standards possibly required

4B1.1 - Tenderers will be required to have a minimum "general" yearly turnover of GBP 315,00 for the last 2 years for each lot.

Tenderers shall be advised that where they do not currently meet the above requirements they shall require to confirm why and the Council may undertake additional financial checks using a tool such as Creditsafe and a qualitative judgement shall be made as to the financial capacity of the tenderer. Fife Council may require a parent company guarantee, a performance guarantee bond, a bank guarantee, and/or an advance



payment bond.

4B.4 - Tenderers are expected to achieve a ratio of 1 or more. Where a Tenderer does not meet this requirement, further details should be provided to confirm why and the Council may undertake additional financial checks using a tool such as Creditsafe and a qualitative judgement shall be made as to the financial capacity of the tenderer. Fife Council may require a parent company guarantee, a performance guarantee bond, a bank guarantee, and/or an advance payment bond.

4B.5.1b - Where a Bidder does not confirm that they already have or can commit to obtaining, prior to the commencement of the contract, GBP 10,000,000 of Employer's (Compulsory) Liability Insurance, the Council may exclude the Bidder from the competition.

4B.5.2 - Where a Bidder does not confirm that they already have or can commit to obtaining, prior to the commencement of the contract

Employer's Liability - 10 million GBP

Public Liability – 2.5 million GBP

Professional Negligence – 1 million GBP

Cyber Insurance - 5 million GBP

Data loss or breach- 5 million GBP

### **III.1.3) Technical and professional ability**

List and brief description of selection criteria

Physiotherapists must be qualified members of the Chartered Society of Physiotherapy, registered with the Health and Care Professions Council and preferably have experience/knowledge of occupations in a local authority context.

Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

There must be resilience for the successful provider to cover peaks of work and/or the absence (planned or unplanned) of their staff e.g. staff cover at the same qualification levels as the "core" staff covering the contract.

The successful provider will ensure that, if an employee specifically asks that an

examination be completed by a practitioner of the same gender, the successful provider will be responsible for providing a suitable practitioner within one working week of the request being made and at no additional cost

Counsellors will have as a minimum a recognised counselling qualification.

The successful provider must be appropriately qualified and adhere to the Codes of Ethics and Practice of either COSCA (the Confederation of Scottish Counselling Agencies) or BACP (the British Association for Counselling and Psychotherapy). The provider must ensure that counsellors are suitably insured, and Fife Council is indemnified from any malpractice or public liability claims arising from this contract.

Psychologist (CBT) must be registered with The British Association for Behavioural & Cognitive Psychotherapies (BABCP)

Critical Incident/Violence at Work – Either BACP (the British Association for Counselling and Psychotherapy) or registered with The British Association for Behavioural & Cognitive Psychotherapies (BABCP)

Mediation – the successful provider must be appropriately qualified and experienced and hold an Accredited Mediator qualification e.g. completed the Scottish Community Mediation Centre training or equivalent.

There must be resilience for the successful provider to cover peaks of work and/or the absence (planned or unplanned) of their staff e.g. staff cover at the same qualification levels as the “core” staff covering the contract.

Minimum level(s) of standards possibly required

Physiotherapists must be qualified members of the Chartered Society of Physiotherapy, registered with the Health and Care Professions Council and preferably have experience/knowledge of occupations in a local authority context.

Details of the educational and professional qualifications of their managerial staff; and those of the person(s) who would be responsible for providing the services or carrying out the work or works under the contract;

There must be resilience for the successful provider to cover peaks of work and/or the absence (planned or unplanned) of their staff e.g. staff cover at the same qualification levels as the “core” staff covering the contract.

The successful provider will ensure that, if an employee specifically asks that an examination be completed by a practitioner of the same gender, the successful provider will be responsible for providing a suitable practitioner within one working week of the

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The successful provider must be appropriately qualified and adhere to the Codes of Ethics and Practice of either COSCA (the Confederation of Scottish Counselling Agencies) or BACP (the British Association for Counselling and Psychotherapy). The provider must ensure that counsellors are suitably insured, and Fife Council is indemnified from any malpractice or public liability claims arising from this contract.

Psychologist (CBT) must be registered with The British Association for Behavioural & Cognitive Psychotherapies (BABCP)

Critical Incident/Violence at Work – Either BACP (the British Association for Counselling and Psychotherapy) or registered with The British Association for Behavioural & Cognitive Psychotherapies (BABCP)

Mediation – the successful provider must be appropriately qualified and experienced and hold an Accredited Mediator qualification e.g. completed the Scottish Community Mediation Centre training or equivalent.

There must be resilience for the successful provider to cover peaks of work and/or the absence (planned or unplanned) of their staff e.g. staff cover at the same qualification levels are the “core” staff covering the contract.

## **III.2) Conditions related to the contract**

### **III.2.2) Contract performance conditions**

See the tender documents

### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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## **Section IV. Procedure**

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

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

Envisaged maximum number of participants to the framework agreement: 2

In the case of framework agreements, provide justification for any duration exceeding 4 years:

N/A

#### **IV.1.6) Information about electronic auction**

An electronic auction will be used

Additional information about electronic auction

PCSTender

#### **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.2.1) Previous publication concerning this procedure**

Notice number: [2018/S 032-069964](#)

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

17 January 2022

Local time

12:00pm

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

English

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

Date

17 January 2022

Local time

12:00pm

Place

Fife

Information about authorised persons and opening procedure

Yahia Reggab/ Jade Scott

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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: 2025/2026

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

**VI.3) Additional information**

The buyer is using PCS-Tender to conduct this ITT exercise. The Project code is 20309.

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For more information see:

<http://www.publiccontractsscotland.gov.uk/info/InfoCentre.aspx?ID=2343>

(SC Ref:677019)

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

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

Sheriff Court House

Whytescauseway

Kirkcaldy

KY1 1XQ

Country

United Kingdom

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

Precise information on deadline(s) for review procedures

Economic operators should approach the contracting authority in the first instance. However, the only formal remedy is to apply to the courts:

An economic operator that suffers, or is at risk of suffering, loss or damage attributable to a breach of duty under the Public Contracts (Scotland) Regulations 2015 or the Procurement Reform (Scotland) Act 2014, may bring proceedings in the Sheriff Court or the Court of Session