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Tender

## **Framework Agreement for the Provision of Occupational Health Services to the named Academic Partners of the University of the Highlands and Islands**

University of the Highlands and Islands

F02: Contract notice

Notice identifier: 2023/S 000-031910

Procurement identifier (OCID): ocids-h6vhtk-040ff8

Published 30 October 2023, 8:43am

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

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

University of the Highlands and Islands

12b Ness Walk

Inverness

IV3 5SQ

#### **Email**

[ayoung@apuc-scot.ac.uk](mailto:ayoung@apuc-scot.ac.uk)

#### **Telephone**

+44 1463279000

#### **Fax**

+44 1463279001

**Country**

United Kingdom

**NUTS code**

UKM6 - Highlands and Islands

**Internet address(es)**

Main address

<http://www.uhi.ac.uk>

Buyer's address

[https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00101](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00101)

**I.3) Communication**

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

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.publiccontractsscotland.gov.uk](http://www.publiccontractsscotland.gov.uk)

**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**

Framework Agreement for the Provision of Occupational Health Services to the named Academic Partners of the University of the Highlands and Islands

Reference number

CS-UHI-27600

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

- 85100000 - Health services

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

Services

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

The named Academic Partners of the University of the Highlands and Islands wish to form a Framework Agreement for the Provision of Occupational Health Services. The Framework Agreement is split into two (2) Lots:

Lot 1 – Staff

Lot 2 – Students

The Academic Partners of the University of the Highlands and Islands with access to Lot 1 are:

- UHI Executive Office
- UHI Inverness
- UHI Moray
- UHI North, West and Hebrides
- UHI Perth
- Highland Theological College

- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

The Academic Partners of the University of the Highlands and Islands with access to Lot 2 are:

- UHI Executive Office
- UHI Inverness
- UHI Moray

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots  
2

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

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

Students

Lot No

2

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

- 85140000 - Miscellaneous health services
- 85100000 - Health services

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

NUTS codes

- UKM6 - Highlands and Islands

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

The named Academic Partners of the University of the Highlands and Islands wish to form a Framework Agreement for the Provision of Occupational Health Services to Students.

For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are under no obligation to use the Framework.

- UHI Executive Office
- UHI Inverness
- UHI Moray

The purpose of this procurement exercise, for Lot 2, is to appoint a suitably qualified and competent Contractors for the provision of Occupational Health related services for Students. Service provision must be quality-focused and tailored to meet the needs of the named Academic Partners, whilst remaining legally compliant and in accordance with medical best practice.

The following course offerings are included in the scope of this Lot:

- UHI Executive Office – Nursing and Midwifery
- UHI Executive Office – Optometry
- UHI Inverness – Dental
- UHI Moray – Care and Administration

Please note that throughout the lifetime of the Framework Agreement, additional courses may be added.

The Contractor shall be able to provide occupational health services in the following areas:

- Initial course clearance
- Management referral
- Health interview
- Immunisation services
- Health Surveillance
- Skin Surveillance

- Needlestick injuries
- Pre course paper screening
- Blood testing

Please note that a full list of immunisations is provided, and the Contractor does not require to possess the capability to cover all immunisations in order to submit a tender.

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

Quality criterion - Name: Geographical Coverage / Weighting: 20%

Quality criterion - Name: Skills and Expertise of Staff / Weighting: 15%

Quality criterion - Name: Resource Levels / Weighting: 10%

Quality criterion - Name: Exit Strategy and Business Continuity / Weighting: 10%

Quality criterion - Name: Customer Service / Weighting: 10%

Quality criterion - Name: Continuous Improvement / Weighting: 5%

Price - Weighting: 30%

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will commence for a period of two (2) years.

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

### **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**

Staff

Lot No

1

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

- 85140000 - Miscellaneous health services
- 85100000 - Health services

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

NUTS codes

- UKM6 - Highlands and Islands

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

The named Academic Partners of the University of the Highlands and Islands wish to form a Framework Agreement for the Provision of Occupational Health Services to Staff.

For the purpose of clarification, the below partners have access to this Framework Agreement. It should be noted that partners have the option to purchase requirements outside of this Framework Agreement and are under no obligation to use the Framework.

- UHI Executive Office

- UHI Inverness

- UHI Moray
- UHI North, West and Hebrides
- UHI Perth
- Highland Theological College
- Sabhal Mòr Ostaig
- Scottish Association for Marine Science

The purpose of this procurement exercise, for Lot 1, is to appoint a suitably qualified and competent Contractors for the provision of Occupational Health related services for Staff. Service provision must be quality-focused and tailored to meet the needs of the named Academic Partners, whilst remaining legally compliant and in accordance with medical best practice.

The Contractor will provide staff at the named Academic Partners of the University of the Highlands and Islands with Occupational Health services based on assessed need at any point during the Framework Agreement term. Referrals to the service will be made via the Named Academic Partner's Authorised Representative or as a self-referral by the staff member. It is expected that staff will be examined within ten (10) working days of referral. Appointment times will be provided within the office hours of 09:00 and 17:00, Monday - Friday. Service provision will be delivered 52 weeks in a year, excluding public holidays.

The Contractor shall be able to provide occupational health services in the following areas:

- Management Referral
- Health Surveillance Services
- Immunisations Services
- Physiotherapy
- Chiropractic
- Osteopathy
- Pre-Employment Assessment and Fitness for Employment
- Assessments relating to reasonable adjustments



- Telephone Advisory Service

Please note that with regard to the above points, the Contractor must be able to cover a minimum of 5 points (in-house) to bid for a position on the Framework.

The Contractor should also be capable of the below:

- Provide professional support/advice/guidance with regard to the Preparation of Occupational Health policies, standards and procedures in liaison with clinical governance
- Workplace visits
- Liaise with personnel of named Academic Partners and be present at meetings and events if requested
- Specialist support services (including blood borne viruses, drug/alcohol referrals and support, and as required, testing as part of ongoing programme)
- Deliver annual health promotion campaigns
- Ongoing promotion of service availability to staff

Please note that the named Academic Partner may, at its own discretion, request the Contractor to provide additional, related services if required during the lifetime of the Framework Agreement.

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

Quality criterion - Name: Service Methodology / Weighting: 15%

Quality criterion - Name: Skills and Expertise of Staff / Weighting: 15%

Quality criterion - Name: Implementation / Weighting: 5%

Quality criterion - Name: Exit Strategy / Weighting: 5%

Quality criterion - Name: Business Continuity / Weighting: 5%

Quality criterion - Name: Reduction in Absence Rates / Weighting: 10%

Quality criterion - Name: Added Value Services / Weighting: 5%

Quality criterion - Name: Customer Service / Weighting: 5%

Quality criterion - Name: Fair Work Practices / Weighting: 5%

Price - Weighting: 30%

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

Duration in months

24

This contract is subject to renewal

Yes

Description of renewals

The Framework Agreement will commence for a period of two (2) years.

The Authority reserves the right to extend the Framework Agreement for two (2) x twelve (12) month periods, subject to satisfactory performance and continued requirement of the Authority.

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

List and brief description of conditions

The Contractor shall have appropriately qualified Staff in sufficient quantity to carry out the functions required in line with any relevant legislation and professional code(s) of practice.

- Where Staff are medical doctors; they will have the appropriate medical qualifications and General Medical Council (GMC) Registration and/or any other relevant bodies, other applicable training/qualifications and have undertaken the necessary continuing professional development stated by their Royal College/GMC and the requisite appraisal system – or equivalent.
- Where the Staff are nurses or nurse practitioners; they will have the appropriate nursing qualification, nursing registration and be suitably trained, and have undertaken the necessary continuing professional development stated by their Royal College of Nursing (RCN)/Nursing and Midwifery Council (NMC) – or equivalent.
- Where staff are physiotherapists, they must be chartered and registered with the Health and Care Professions Council (HCPC) or equivalent.
- Staff carrying out specialised Services, such as health surveillance or specialised medicals, or those operating as OH advisors / Technicians (and who are not qualified as a doctor or nurse) shall have the necessary qualifications, training and experience.

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

Minimum level(s) of standards possibly required

Insurance

Bidders must confirm they can provide the following supporting evidence prior to award:

- Employer's (Compulsory) Liability Insurance = 5 000 000 GBP or as required by statute
- Public Liability Insurance = 5 000 000 GBP
- Professional Liability Insurance = 1 000 000 GBP

Accounts

The following evidence will be requested with tender submissions in order to conduct analysis of organisation's financial standing:

Contractors are required to submit 2 years audited accounts including profit and loss statements, or equivalent before the tender submission deadline.

Alternatively, if you are unable to provide the required accounting information – e.g., a new business without the required accounts, please provide a banker's letter demonstrating their willingness to support your organisation over the term of the Framework Agreement.

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

Selection criteria as stated in the procurement documents

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

### **III.2.1) Information about a particular profession**

Execution of the service is reserved to a particular profession

Reference to the relevant law, regulation or administrative provision

Staff must have the relevant qualifications and membership as set out above.

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

As per specification of requirements, the SPD and all tender documentation.

### **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: 6

**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

11 January 2024

Local time

12:00pm

**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

11 January 2024

Local time

12:00pm

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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: October 2025 OR October 2026 OR October 2027

## **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 below documentation requires to be submitted as part of the tender submission for Lot 1:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E1 - Lot 1 Pricing Schedule

Appendix F1 - Lot 1 Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Compliance Risk Assessment

Appendix I - Conflict of Interest

The below documentation requires to be submitted as part of the tender submission for Lot 2:

Appendix A - Form of Tender

Appendix B - Freedom of Information

Appendix D - Supply Chain Code of Conduct

Appendix E2 - Lot 2 Pricing Schedule

Appendix F2 - Lot 2 Technical Questionnaire

Appendix G - GDPR Vendor Data Processor Assurance Assessment

Appendix H - Compliance Risk Assessment

Appendix I - Conflict of Interest

Economic operators may be excluded from this competition if they are in any of the situations referred to in regulation 58 of the Public Contracts (Scotland) Regulations 2015.

NOTE: To register your interest in this notice and obtain any additional information please visit the Public Contracts Scotland Web Site at

[https://www.publiccontractsscotland.gov.uk/Search/Search\\_Switch.aspx?ID=746683](https://www.publiccontractsscotland.gov.uk/Search/Search_Switch.aspx?ID=746683).

The buyer has indicated that it will accept electronic responses to this notice via the Postbox facility. A user guide is available at

[https://www.publiccontractsscotland.gov.uk/sitehelp/help\\_guides.aspx](https://www.publiccontractsscotland.gov.uk/sitehelp/help_guides.aspx).

Suppliers are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last minute problems.

(SC Ref:746683)

Download the ESPD document here:

[https://www.publiccontractsscotland.gov.uk/ESPD/ESPD\\_Download.aspx?id=746683](https://www.publiccontractsscotland.gov.uk/ESPD/ESPD_Download.aspx?id=746683)

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

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

Inverness Sheriff and Justice of the Peace Court

Inverness

IV1 1AH

Country

United Kingdom