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Tender

Provision of Employee Assistance Programme

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

F02: Contract notice

Notice identifier: 2023/S 000-032560

Procurement identifier (OCID): ocds-h6vhtk-04118c

Published 3 November 2023, 11:16am

Section I: Contracting authority

I.1) Name and addresses

NHS Wales Shared Services Partnership-Procurement Services (hosted by Velindre University NHS Trust)

4-5 Charnwood Court,, Heol Billingsley, Parc Nantgarw

Cardiff

CF15 7QZ

Contact

Sophie Stacey

Email

sophie.stacey@wales.nhs.uk

Telephone

+44 1443848585

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

<http://nwssp.nhs.wales/ourservices/procurement-services/>

Buyer's address

https://www.sell2wales.gov.wales/search/Search_AuthProfile.aspx?ID=AA0221

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://etenderwales.bravosolution.co.uk/web/login.shtml>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://etenderwales.bravosolution.co.uk/web/login.shtml>

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Health

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Employee Assistance Programme

Reference number

VEL-ITT-PROJECT_42340

II.1.2) Main CPV code

- 98334000 - Wellness services

II.1.3) Type of contract

Services

II.1.4) Short description

Velindre University NHS Trust (VUNHST), NHS Wales Shared Services Partnership (NWSSP) and Digital Health and Care Wales (DHCW) jointly commissioned an Employee Assistance Programme from 2020 to 2023.

Wellbeing of staff is a core priority for all parties. Stress is currently a significant cause of employee ill health and absence.

II.1.5) Estimated total value

Value excluding VAT: £282,500

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 98334000 - Wellness services
- 85147000 - Company health services
- 85323000 - Community health services
- 85100000 - Health services

II.2.3) Place of performance

NUTS codes

- UKL - Wales

Main site or place of performance

The EAP Provider must be able to provide a service which all staff located across Wales can have equal access to the full range of services.

II.2.4) Description of the procurement

In collaboration Velindre University NHS Trust (VUNHST), NHS Wales Shared Services Partnership (NWSSP) and Digital Health and Care Wales (DHCW) are looking to jointly commissioned an Employee Assistance Programme. The three organisations provide a varied range of healthcare services, direct to patients and the public as well as through supporting functions, across the whole geography of Wales.

An Employee Assistance Programme will enable employees to attend to wellbeing needs and must be available 24/7 and 365 days per year.

II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 65

Cost criterion - Name: Commercial / Weighting: 35

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

Start date

1 March 2024

End date

28 February 2026

This contract is subject to renewal

Yes

Description of renewals

Option to extend further 2 years in annual increments

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

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

III.2) Conditions related to the contract

III.2.2) Contract performance conditions

Bidders must comply with NHS Terms & Conditions for Services

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

15 December 2023

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

18 December 2023

Local time

12:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

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

Please note additional information on this procurement:

1. The Contracting Authority reserves the right to award the contract in whole, in part or annul the tendering process and not award any contract.
2. Bidders should note that they will be required to enter into terms and conditions of contract as set out in the ITT and that save for matters of clarification or consistency the Contracting Authority will not negotiate the terms.
3. The Contracting Authority will not accept completed ITT's after the stated closing date.
4. All documents to be priced (where applicable) in sterling and all payments made in sterling.
5. All tender costs and liabilities incurred by bidders shall be the sole responsibility of the bidders.
6. Prospective suppliers should note that NHS Shared Services Partnership - Procurement Services is acting on behalf of Cardiff and Vale University Local Health Board.
7. Bidders wishing to participate should visit the Bravo e-tenderwales portal and access itt_106606

NOTE: The authority is using eTenderwales to carry out this procurement process. To obtain further information record your interest on Sell2Wales at

https://www.sell2wales.gov.wales/search/search_switch.aspx?ID=136109

(WA Ref:136109)

The buyer considers that this contract is suitable for consortia.

VI.4) Procedures for review

VI.4.1) Review body

High Court

Royal Courts of Justice, The Strand

London

WC2A 2LL

Telephone

+44 2079477501

Country

United Kingdom