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Tender

T2579 Provision of an Employee Assistance Programme

Belfast City Council

F01: Prior information notice

Call for competition

Notice identifier: 2024/S 000-037205

Procurement identifier (OCID): ocds-h6vhtk-04b756

Published 18 November 2024, 2:06pm

Section I: Contracting authority

I.1) Name and addresses

Belfast City Council

No 9, 9-21 Adelaide Street

Belfast

BT2 8DJ

Email

cps@belfastcity.gov.uk

Country

United Kingdom

Region code

UKN06 - Belfast

Internet address(es)

Main address

<https://www.belfastcity.gov.uk>

I.3) Communication

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://e-sourcingni.bravosolution.co.uk/web/login.shtml>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

T2579 Provision of an Employee Assistance Programme

Reference number

T2579

II.1.2) Main CPV code

- 85312320 - Counselling services

II.1.3) Type of contract

Services

II.1.4) Short description

Belfast City Council requires the provision of an Employee Assistance Programme

II.1.5) Estimated total value

Value excluding VAT: £900,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Belfast, County Antrim, Northern Ireland

II.2.4) Description of the procurement

An independent employee counselling service / employee assistance programme is required for Belfast City Council to support approx. 2500 members of staff across a range of job roles and provide the following services:

Independent confidential Counselling Service (provision of up to 6 counselling sessions per employee)

Mediation and conflict coaching

Immediate assistance for critical incidents

Training for Council staff e.g. stress awareness

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

II.2.6) Estimated value

Value excluding VAT: £900,000

II.2.11) Information about options

Options: Yes

Description of options

The Contract shall be for the period of two years with the option to renew for a further year (up to 12 months)

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

Minimum value range GBP 600 000.00 to a maximum value range GBP 900 000.00 which has been calculated on the basis of a 2 year contract through to a maximum 3 year contract.

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

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Competitive procedure with negotiation

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 expressions of interest

Date

23 December 2024

Local time

12:00pm

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

English

Section VI. Complementary information

VI.3) Additional information

This procurement is being let under Public Contract Regulations 2015 as amended (PCR2015) and the services in scope are listed under Schedule 3, therefore associated procurement procedures apply as allowed for under these scope of services i.e. Light Touch Regime.

Economic Operators are asked to email their initial Expression of Interest to cps@belfastcity.gov.uk on or before 12 noon on 23rd December 2024.

Following the closing date and time it is anticipated that all those who have expressed an interest will take part in supplier engagement, if required, followed by a tender process.

VI.4) Procedures for review

VI.4.1) Review body

Royal Courts of Belfast

Chichester Street

Belfast

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Royal Courts of Belfast

Chichester Street

Belfast

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Royal Courts of Justice

Chichester Street

Belfast

Country

United Kingdom