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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](mailto: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

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## **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.

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## **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

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## **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

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## **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](mailto: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