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Tender

## **Provision of Occupational Health Services**

WARRINGTON AND HALTON HOSPITALS NHS FOUNDATION TRUST

F02: Contract notice

Notice identifier: 2024/S 000-037873

Procurement identifier (OCID): ocds-h6vhtk-04be1c

Published 22 November 2024, 3:40pm

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

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

WARRINGTON AND HALTON HOSPITALS NHS FOUNDATION TRUST

Warrington Hospital

WARRINGTON

WA51QG

#### **Contact**

Amy Yates

#### **Email**

[amy.yates3@nhs.net](mailto:amy.yates3@nhs.net)

#### **Country**

United Kingdom

## **Region code**

UKD - North West (England)

## **Justification for not providing organisation identifier**

Not on any register

## **Internet address(es)**

Main address

<https://whh.nhs.uk/>

## **I.3) Communication**

Access to the procurement documents is restricted. Further information can be obtained at

[https://atamis-1928--prospend.vf.force.com/apex/CS\\_ContractPage?filters=&page=1&Preview=Yes&searchStr=&SearchType=Projects&sortStr=Alphabetical&uid=a07Sr00000KxdOKIAZ&sfdclFrameOrigin=https://atamis-1928.lightning.force.com](https://atamis-1928--prospend.vf.force.com/apex/CS_ContractPage?filters=&page=1&Preview=Yes&searchStr=&SearchType=Projects&sortStr=Alphabetical&uid=a07Sr00000KxdOKIAZ&sfdclFrameOrigin=https://atamis-1928.lightning.force.com)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://atamis-1928--prospend.vf.force.com/apex/CS\\_ContractPage?filters=&page=1&Preview=Yes&searchStr=&SearchType=Projects&sortStr=Alphabetical&uid=a07Sr00000KxdOKIAZ&sfdclFrameOrigin=https://atamis-1928.lightning.force.com](https://atamis-1928--prospend.vf.force.com/apex/CS_ContractPage?filters=&page=1&Preview=Yes&searchStr=&SearchType=Projects&sortStr=Alphabetical&uid=a07Sr00000KxdOKIAZ&sfdclFrameOrigin=https://atamis-1928.lightning.force.com)

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

Body governed by public law

## **I.5) Main activity**

Health

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## **Section II: Object**

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

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

Provision of Occupational Health Services

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

- 85100000 - Health services

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

Services

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

The Trust requires two Occupational Health Physician(s), with at least one physician provided being a Consultant Occupational Health Physician who is a Member of the Faculty of Occupational Health Medicine (MFOHM). Other services such as a specialist nurse, screening nurse, physiotherapy and counselling are provided in house. As the service is nurse led the required Occupational Health Physician(s) acts as clinical lead.

Whilst the Head of Occupational Health and Wellbeing is accountable for operational and service management, the Occupational Health Physician(s) will support service development, clinical leadership, clinical governance activity, including clinical audit, clinical guideline, approve written instructions for vaccinations and protocol development and clinical risk management.

The Occupational Health Physician(s) will be expected to work closely with Human Resources (HR) Business Partners, individual managers, and colleagues, such as Infection Control as required.

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

Value excluding VAT: £262,350

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

This contract is divided into lots: No

## **II.2) Description**

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

- 85100000 - Health services

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

NUTS codes

- UKD6 - Cheshire

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

The service will be carried out mainly at the following sites but there may be a requirement for the service to be delivered at other sites or at a staff members home:

- Warrington Hospital, Lovely Lane, Warrington, Cheshire, WA5 1QG
- Halton Hospital, Hospital Way, Runcorn Cheshire, WA7 2DA (including the CSTM building based on these premises).

The Provider will provide an Occupational Health Physician(s) for an estimated 76 full day sessions alternating between one and two sessions a week. Clinical days will be scheduled in three-month blocks. 76 full day sessions are the full total of what is required per year.

The Occupational Health Physician(s) should work on a rotational basis with one physician covering the one week sessions and the other covering 2 sessions per week.

Ideally there be a male and female physician as there are instances when an employee may be uncomfortable speaking to a certain sex due to past experience and the sensitive nature of referrals.

Each full day session will consist of 6 clinical hours per day with clinical appointments at 30 minutes each. Where a clinic appointment is deemed complex and requires a longer appointment time, this will be agreed by the Head of Occupational Health and Wellbeing or their designated representative.

The Provider will provide face to face clinical appointments on the agreed occupational health site. The clinical appointments will take place between 8:30 and 16:00 Monday to Friday.

The Provider will ensure there is allocated time for the Occupational Health Physician(s) to undertake administrative duties, training and/or CPD, Clinical Supervision and any other

activity in relation to the maintenance of the individual's professional standards, outside of the sessions commissioned by the Trust.

The Occupational Health Physician(s) are required to have the ability and willingness to utilise any IT equipment and software by the Occupational Health service and/or wider organisation. This may include utilisation of the Occupational Health electronic system and/or clinical letter writing support tools and /or Team/Zoom consultations as required.

The Provider must ensure that Occupational Health Physicians are provided with access to suitable equipment to enable them to fulfil their remit. The equipment must be maintained to a high standard, with a structured maintenance programme, for the lifetime of the Contract. This must be made available upon request.

Once scheduled, any request to change start, finish times of clinical sessions and/or the date of clinical sessions will be required to be made in writing via email to the Head of Occupational Health and Wellbeing and to the providers contract manager as appropriate giving no less than six weeks' notice.

The Provider must be able to provide an appropriate and direct replacement to prevent a lapse in service in the case of annual leave, sickness or any other scheduled or unscheduled absence.

The provider must ensure that the staff they appoint to this service meet the Trusts values ensuring all staff are treated with respect:

Working Together - Listening and understanding to be able to work with others

Excellence - Being the best we can be, with the patients and families at the centre of what we do

Inclusive - Supporting and valuing everyone to be their true and authentic selves

Kind - Acting consistently with compassion, empathy, civility and respect

Embracing Change - Always learning and improving, open to feedback and new ideas

During the duration of the contract Occupational Health must always have access to a Senior Consultant and specialist advice available from the Provider in line with SEQOHS requirements.

As per SEQOHS Requirements, the Occupational Health Physician(s) will act as the medical lead for the WHH Occupational Health service.

The Occupational Health Physician(s) duties will include but are not limited to:

- Provide information, advice and guidance on staff absence, disability, and fitness for work, for all employees suffering injury or illness, mentally or physically.
- The provision of information, advice and guidance on staff which have been exposed to or living with blood borne viruses. Remaining in their role and onward referrals.
- Provide Occupational Health Clearance for the Trust's new employees/and or existing employees. When the case is complex.
- Obtain, review, and advise in relation to specialist reports, liaise with General Practitioners, treating specialists, hospital services and other health providers in the area as required. Ensure that all communications adhere to Trust information governance standards.
- Maintain confidential and contemporaneous health records in line with legislative and ethical requirements.
- Oversee Trust employees who apply for 'ill health retirement', obtaining specialist reports and liaise with GP's, treating specialists, hospital services and other health providers in the area as required.
- Provide clinical advice, guidance and sign off surveillance assessments for Trust employees.
- Provide sign off for written instruction processes for vaccinations.
- Work cooperatively within the Occupational Health Service and with other NHS Trusts, medical staff and Integrated Care Boards (ICB's) as required to improve the standards of Occupational Health and Wellbeing within the Trust
- Provide updates as required from Specialist Medical Occupational Health Networks and Forums. These updates will be provided to the Head of Occupational Health and Wellbeing or their designated representative.
- Specialised Medical Occupational Health support relating to NHS issues, Equality Act 2010, and/or Employment Law providing participation and/or leadership of case conferences as required and/or requested.
- Provide local investigation and external Employment Tribunal support / representation and Clinical Leadership in relation to Occupational Health and Wellbeing Issues.
- Provide support for legal aspects relating to occupational health and wellbeing which may mean discussions with clinical directors.
- Provide support to the service to maintain the SEQOHS accreditation

### **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: £262,350

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

Duration in months

72

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

### **II.2.14) Additional information**

This contract is for an initial period of 3 years with 3 optional 1 year extensions.

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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

A valid Safety Effective Quality Occupational Health Service accreditation (SEQOHS) or evidence that you are working towards this accreditation.

Clinicians are required to be Members of the Faculty Occupational Medicine and have access to a Fellow of the Faculty Occupational Medicine. This is to meet the standard of training in Occupational Health and for clinicians have made an outstanding contribution to the science and excellent practice of Occupational medicine.

Provider must also have the ability to provide Occupational Health Services such as physiotherapist/nurse in the event of sickness in the Trust to support a contingency plan.

Please confirm that staff have had appropriate background checks including DBS.

Staff have health clearance for communicable disease

Have in place or will put in place for the start of the Contract, coverage for staff when absent due to sickness or leave and can guarantee that every session will be covered onsite.

Registration on GMC Specialist Register and continue to hold license to practice.

#### **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**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

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

Date

18 December 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

18 December 2024

Local time

12:01pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.3) Additional information**

This is a Provider Selection Regime (PSR) Contract Notice. The awarding of this contract is subject to the Health Care Services (Provider Selection Regime) Regulations 2023. For the avoidance of doubt, the provisions of the Public Contracts Regulations 2015 do not apply to this award

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

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

Warrington and Halton Teaching Hospitals NHS Foundation Trust

Warrington

Country

United Kingdom