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Planning

## **Occupational Health Services - Staff and Students**

UNIVERSITY OF NOTTINGHAM (THE)

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-038193

Procurement identifier (OCID): ocids-h6vhtk-04c031

Published 26 November 2024, 3:29pm

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

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

UNIVERSITY OF NOTTINGHAM (THE)

Kings Meadow Campus, Lenton Lane

NOTTINGHAM

NG72NR

#### **Contact**

Elena Taylor

#### **Email**

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#### **Telephone**

+44 1159515151

#### **Country**



United Kingdom

**Region code**

UKF14 - Nottingham

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.nottingham.ac.uk/>

**I.3) Communication**

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

<https://nottingham.ac.uk/unicore>

Additional information can be obtained from the above-mentioned address

**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**

Occupational Health Services - Staff and Students

Reference number

2329 / ITTC / ET

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

- 85000000 - Health and social work services

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

Services

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

The University of Nottingham (UoN) requires an Occupational Health Service Provider (the Provider) to support the pro-active management of staff and students' health and wellbeing.

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

Value excluding VAT: £8,000,000

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

This contract is divided into lots: No

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

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

NUTS codes

- UKF - East Midlands (England)

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

The requirement is for the Provider to:



## Staff/Candidates -

- Undertake an ongoing health surveillance programme in line with legislation and UoN requirements (job role dependant). This includes but is not limited to roles in Estates and Facilities, Laboratory Technicians and Academic staff within Engineering, Social Science, Sciences, Medicine and Health Sciences and Arts Faculties.
- Undertake health clearance for candidates within a timeframe aligned to the commencement of their hire date.
- Provide and undertake a staff referral process to give line managers occupational health advice to support with fit to work processes such as reasonable adjustments, absence management, phased return to work and ill health retirement.
- Provide relevant immunisations for staff members within timeframes aligned to best practice/legislation/UoN policy.

## Student

- Undertake health clearance/fit to study certification for students on relevant courses within a timeframe aligned to the commencement of their course.
- Undertake student fitness to practise checks for those on regulated courses as required by professional and statutory bodies
- Provide relevant immunisations for students on relevant courses within a timeframe aligned to the commencement of placement activity.
- Provide and undertake a student referral process to give Faculty managers occupational health advice to support fitness to study processes, including attendance at university and their attendance on placement where relevant.
- Conduct relevant health surveillance in line with legislative requirements.

The main aims of the Occupational Health Services are as follows.

- To give the UoN access to market leading occupational health systems and resources.
- Provide efficient and customer focused occupational health processes and systems to staff, line managers and students.
- Make proactive interventions to improve the UoN staff and student health and wellbeing
- Provide the UoN with clinical/expert occupational health advice to support with the



management of staff and students.

- To support the UoN to be compliant with relevant Health and Safety legislation by providing expert and clinical occupational health knowledge and advice to make sure systems and processes are up to date.

The UoN has over 8000 staff members and 34,000 students. The UoN has identified the following occupational health risks linked to specific job roles - driving; animal allergens; spirometry; ionising radiation; biological agents; food handling; HAV's; night work; noise; skin/respiratory sensitisers and skin irritants.

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

More information - can be accessed through below tendering portal.

Create Supplier Portal account

(<https://fa-evyf-saasfaprod1.fa.ocs.oraclecloud.com/fscmUI/redwood/supplier-registration/register-supplier/register-supplier-verification>) or Sign-In to Supplier Portal account (<https://nottingham.ac.uk/unicore>). To view Active Negotiations - Scroll to the 'Supplier Portal' menu option and click the 'Supplier Portal' tile. Click on 'View Active Negotiations' link, under the Tasks panel. Use the search fields to find relevant Negotiations, then click 'Search' (\*\* a value must be provided for at least one of the indicated fields). To search for Active Negotiations where you have not received a direct invitation (i.e. an 'Open' opportunity), select 'No' under the 'Invitation Received' search field, then click 'Search'. The Search Results will display accordingly. Select the Negotiation number hyperlink (N0000001) and access the opportunity.

Additional detail and guidance can be found at

(<https://www.nottingham.ac.uk/dts/accounts-and-access/unicore/unicore.aspx>), within the 'Information for suppliers of goods and services' section.

#### **II.3) Estimated date of publication of contract notice**

6 January 2025

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## **Section IV. Procedure**

### **IV.1) Description**

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

The procurement is covered by the Government Procurement Agreement: No



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## **Section VI. Complementary information**

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

Where an organisation would like to participate and be invited for the tender opportunity, it shall complete and submit the Preliminary Market Engagement response document to the University by 04 December 2024, 16:00. Your organisation must submit the Preliminary Market Engagement response document to the UoN via the UoN's Oracle Fusion Supplier Portal.

This Preliminary Market Engagement (PME) is intended to facilitate early market engagement only and is not a call for competition. The UoN shall not be held liable for any costs whatsoever resulting directly or indirectly from participation in this PME, and is issued to provide and gather information only. The information contained within this PME, or in any communication made between the UoN and any organisation (in relation to this requirement), must not be assumed as creating a contract or agreement.