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Tender

The Provision of Occupational Health Services

Sefton Metropolitan Borough Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-050331

Procurement identifier (OCID): ocds-h6vhtk-058bab ([view related notices](#))

Published 20 August 2025, 5:00pm

Scope

Reference

DN787538

Description

Sefton Council provides an occupational health service to its employees which it also extends to its Schools, Academies and local organisations through SLA agreements.

The Council currently purchases a variety of occupational health services in relation to its conditions of service, pension provision, statutory requirements, more specific requirements of health and safety legislation and national health strategies as they apply.

The numbers of staff employed by the Council fluctuates with seasonal, casual and temporary staff, but accounting for these fluctuations the total number of employees including schools can be in the region of circa 8,000. Occupational Health Providers are now invited to tender for the provision of services to the Council.

The Council is prepared to consider more than one Contractor so it can ensure its overall provision is as cost effective and flexible as necessary to meet its continually changing

operational needs. Consequently, the contract is separated into 3 Lots:

- 1) Occupational Health Physician and Occupational Health Advisor
- 2) Physiotherapy
- 3) Counselling and Psychotherapy / CBT / Trauma-based Therapy

Providers can bid for single or multiple lots.

Total value (estimated)

- £1,074,000 including VAT

Above the relevant threshold

Contract dates (estimated)

- 1 January 2026 to 31 December 2027
- Possible extension to 31 December 2029
- 4 years

Description of possible extension:

There will be 2 x 12 month extensions which will be exercised if the chosen provider(s) performs to the required standards and costs remain within budget.

Main procurement category

Services

CPV classifications

- 85100000 - Health services

Contract locations

- UKD73 - Sefton
-

Lot 1. Occupational Health Physician and Occupational Health Adviser

Description

(a) OCCUPATIONAL HEALTH PHYSICIAN based at OH Unit, Magdalen House, Bootle, 1 day per week, plus

(b) OCCUPATIONAL HEALTH PHYSICIAN based at Hawthorne Road, Bootle, 1 day per fortnight, plus

(c) OCCUPATIONAL HEALTH ADVISER based at Hawthorne Road, Bootle, 1 day per fortnight

Practice standards will be in accordance with the British Medical Association, General Medical Council and Faculty of Occupational Medicine's Guidelines.

The Contractor will be required to:

1) Provide medical reports to managers, using a template report provided by Sefton, within a mutually agreed timescale. These will need to be accurate, unambiguous, provide clear and practical advice, and address fitness for work, health concerns and the requirements as determined by the Equality Act 2010. These should be prepared in accordance with the Access to Medical Reports Act 1988 and made available immediately following medical consultation with the employee.

2) Provide advice that will, allowing for the constraints of medical confidentiality, contain all relevant information that will assist managers to make effective and accurate decisions with regard to:

- an individual's fitness to work,
- where determinable, work related or not,
- reasonable adjustments and suitable assistance in the workplace,
- appropriate changes in work duties,
- reasonable alterations to conditions of employment, etc
- potential for redeployment or ill health retirement

Estimated annual Sessions 1800

Lot value (estimated)

- £604,800 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 2. Physiotherapy

Description

Providing advice that will, allowing for the constraints of medical confidentiality, contain all relevant information that will assist managers to make effective and accurate decisions with regard to:

- a) an individual's fitness to work,

- b) reasonable adjustments and suitable assistance in the workplace,
- c) appropriate changes in work duties,
- d) reasonable alterations to conditions of employment, etc.

Estimated volume 250 sessions per year

Lot value (estimated)

- £151,200 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Lot 3. Counselling and Psychotherapy / CBT / Trauma-based Therapy

Description

As described in the Tender Documents

The service will be provided as a minimum for at least one day each week for 50 weeks per annum.

Sessions would normally run between 0900 and 1700 however the Council will be prepared to discuss alternatives if greater flexibility is needed.

Approximately 580 Sessions per year

Lot value (estimated)

- £318,000 including VAT

Same for all lots

CPV classifications, contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

Participation

Legal and financial capacity conditions of participation

Lot 1. Occupational Health Physician and Occupational Health Adviser

Lot 2. Physiotherapy

Lot 3. Counselling and Psychotherapy / CBT / Trauma-based Therapy

As stated in the tender documents

Technical ability conditions of participation

Lot 1. Occupational Health Physician and Occupational Health Adviser

Lot 2. Physiotherapy

Lot 3. Counselling and Psychotherapy / CBT / Trauma-based Therapy

As stated in the tender documents

Particular suitability

Lot 1. Occupational Health Physician and Occupational Health Adviser

Lot 2. Physiotherapy

Lot 3. Counselling and Psychotherapy / CBT / Trauma-based Therapy

Small and medium-sized enterprises (SME)

Submission

Enquiry deadline

8 September 2025, 12:00pm

Submission type

Tenders

Tender submission deadline

15 September 2025, 12:00pm

Submission address and any special instructions

<https://procontract.due-north.com/ProjectManagement/ProjectDashboard?projectId=b743325f-e97c-f011-813a-005056b64545>

Tenders may be submitted electronically

Yes

Languages that may be used for submission

English

Award decision date (estimated)

14 November 2025

Recurring procurement

Publication date of next tender notice (estimated): 1 August 2029

Award criteria

| Name | Description | Type | Weighting |
|-------------------------------|--------------------|-------------|------------------|
| Price | Written Submission | Price | 55% |
| Quality and Method Statements | Written Submission | Quality | 30% |
| Interview | Written Submission | Quality | 15% |

Other information

Description of risks to contract performance

1. Increase in the number of Occupational Health referrals requiring access to the service. The capacity within the contract must enable us to respond to increased demand. This area is of strategic importance to the Service, so it is high risk. We need the ability to respond by expanding the contract.
2. Possible changes to legislation or policy.
3. The use of Artificial Intelligence will require clear oversight and governance of any use and possible amendments to contractual terms.

4. The emergence of yet unidentified risks to health or associated with future roles undertaken by Council employees to which there has been no Health and Safety assessments carried out.
5. The occurrence of traumatic events which could have a significant impact on the mental health of Council employees.
6. Possible requirement to provide services outside of proposed contractual hours as a result of specific demand yet unidentified.

Conflicts assessment prepared/revised

Yes

Procedure

Procedure type

Competitive flexible procedure

Special regime

Light touch

Competitive flexible procedure description

For those bidders that meet the Conditions of Participation, there will be a 2 stage award process.

Stage 2i will comprise of a written submission in response to various Quality and Method Statement questions plus a price submission. The responses to each Quality and Method Statement question will be scored (0 - 5) according to the Table on Page 35 by a panel of

assessors taken from Sefton Council. A moderation process will take place to determine an agreed score for each submission.

For each Lot up to a maximum of two bidders submitting the highest scoring bids based on quality and price will then be taken through to Stage 2ii of the award process subject to those bidders being able to promote their bid to a successful position with the marks remaining for Stage 2ii of the award process

Stage 2ii of the process will comprise of an interview with a panel consisting of members of Sefton Council's Occupational Health and HR departments. The interview will consist of a series of set questions to which the interviewee will be expected to respond to. The questions will NOT be made available to bidders prior to the interview.

Contracting authority

Sefton Metropolitan Borough Council

- Public Procurement Organisation Number: PTHP-5656-DLCN

Bootle Town Hall

Bootle

L20 7AE

United Kingdom

Email: cdp@sefton.gov.uk

Website: <http://sefton.gov.uk>

Region: UKD73 - Sefton

Organisation type: Public authority - sub-central government

