



The Coal
Authority

Staff Medicals– Invitation to Tender

December 2021



Contents –

Background	3
Contract Duration & Terms	3
Minimum Requirements	3
The Coal Authority Values	4
Indicative Timetable –	4
Tender Return, Assessment & Criteria	5
Completion Guidelines	11
The questionnaire should be completed by a partner/director/senior manager.	11
Assessment & Feedback	11
Acceptance Procedure	11
Declaration	12

Background

The Coal Authority is an executive non-departmental public body, sponsored by the Department for Business, Energy & Industrial Strategy and our mission is to make a better future for people and the environment in mining areas.

As a responsible and caring employer, we are committed to supporting the overall health and wellbeing of our employees. We have always provided annual medicals as part of this commitment but these were paused as a result of the COVID-19 pandemic.

Previously we have provided a single one size fits all medical but recognise that people have become increasingly conscious of the benefits of monitoring their health and wellbeing and therefore may wish to have more comprehensive testing and assessment than what is provided as a standard. They may also wish for family members to have access to medicals.

We are seeking a supplier that can provide high quality medicals that:

- can easily be accessed across England, Scotland and Wales as our employees work across a wide geographical area within Great Britain
- clear and simple reporting to enable our employees to proactively manage their health and wellbeing
- offer flexibility to provide employees with the option of upgrading the medical and enabling family members to have a medical at the agreed rates by paying the additional cost directly to the supplier

Contract Duration & Terms

The contract is to be for 3 years, with the option to extend for up to an additional 2 years through 1 year extensions (3+1+1).

Tenderers are to note that the conditions of contract will be undertaken in accordance with Terms and Conditions for the Supply of Services to the Coal Authority.

Minimum Requirements

We have defined a set of minimum specific requirements to bring focus to our core business needs and to provide bidders with compliance guidance. If the essential requirements detailed within the specification are not met, the bid will be considered non-compliant.

Being a Government organisation, Information Security is of paramount importance to us, hence we include a detailed Information Security questionnaire as part of our due diligence process which if not met, the bid will be considered non-compliant.

The Coal Authority Values

At The Coal Authority, our values are important to us. In this tender, our values have influenced our requirements in the following ways:

Inclusive

The Coal Authority is a Disability Confident employer, which means that we are committed to recruiting and retaining people with disabilities and health conditions. As such, we would expect any offer to meet high standards of accessibility and usability.

Progressive

As a forward thinking organisation, incorporating industry developments and best practice is key. We expect suppliers to share this mind-set when developing both technical and functional product roadmaps to ensure the tool is effective, relevant and secure.

Trusted

Environmental, economic and social sustainability is The Coal Authority's core purpose and our [Sustainability Plan](#) details our contributions to the wider national and global effort. We are keen to work with supplier who share our ethos.

Indicative Timetable –

<i>Phase</i>	<i>Process</i>	<i>Date</i>
Tender	ITT Published	7 December 2021
	Deadline for Queries	4 January 2022
	Tender Closing Date	7 January 2022
Evaluation	Selection Criteria / Scoring	10 January 2022
Approval	Sign off by Executive	17 January 2022
Award	Award Notification	19 January 2022
	Standstill Period Ends	31 January 2022
	Award	1 February 2022
	Contract Commencement	8 February 2022

Any changes to these timescales will be notified with the maximum possible notice.

Tender submissions received after the closing date and time will not be considered.

Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your submission.

Tender Return, Assessment & Criteria

The bid evaluation will be based on the Mandatory and Discretionary Exclusion Grounds, Technical and Financial proposals within the bids and the information set out in each compliant bid.

Bidders must accept the Coal Authority's terms & conditions.

The Coal Authority will reject any bid which is not a compliant bid.

A bid shall only be a compliant bid if the following documents have been completed and submitted via the eTendering portal:

- Standard Selection Questionnaire & Mandatory/Discretionary Exclusion Questions
- Quality Assessment Responses
- Deliverable Pricing

Bidders are to ensure that the registered contact details on the eTendering (InBye) portal are correct for this process. Should you have any difficulties with this procedure, please contact Jo Withers at jowithers@coal.gov.uk.

Once registered for the event, any queries and clarifications must be submitted via the messaging facility within the InBye eTendering Portal.

The tender will be awarded on the basis of the most economically advantageous tender and will be assessed based upon a **70% Price / 30% Quality** assessment

The initial evaluation of responses will be carried out based upon the Mandatory Requirements. Bids meeting the project requirements in this respect will then be evaluated on the basis of the most economically advantageous tender. Your tender should be submitted on a fixed price basis and should remain open for acceptance for a period of 120 days from the closing date for the receipt of tenders.

Tenders received after the tender closing date will not be considered. Failure to comply with the provisions of these Instructions or to complete the tender document in full and without alteration may also result in the disqualification of your tender.

It is the responsibility of tenderers to ensure that submissions are accurate and as they intend. The Coal Authority will not ensure that bids are complete or correct, or allow omitted material to be submitted after the tender deadline should any errors occur.

Your submitted tender rates and prices must be exclusive of Value Added Tax.

Quality Scoring Assessment

Quality scoring will be undertaken on the basis of the approach below:

Assessment	Detail	Score
Adds Value	The evaluators are satisfied that the submission demonstrates clearly and convincingly how all the <i>Authority's</i> requirements in the area being evaluated will be delivered in an excellent way adding value	5
Meets Requirements	The evaluators are satisfied that the submission demonstrates how the <i>Authority's</i> requirements in the area being evaluated will be met to an acceptable standard.	4
Minor Concerns	The evaluators consider that the submission demonstrates how most of the <i>Authority's</i> requirements for the area being evaluated will be delivered but there are areas of minor concern.	3
Significant Concerns	The evaluators consider that the submission leaves them with significant concerns about the requirements for the area being evaluated being delivered in an acceptable manner	2
Unacceptable	Either <ul style="list-style-type: none">• no proposals are submitted in relation to the aspect of the proposals for delivery being evaluated,• the evaluators consider that the submission fails to demonstrate how the <i>bidders</i> requirements for the area being evaluated will be delivered or• the evaluators have major reservations about the approach or solution proposed in the submission in relation to the area being evaluated	0

The Coal Authority reserves the right to deem any submission scoring a 0 (Unacceptable) or 2 (Significant Concerns) for any scored question as non-compliant and as such may be excluded from consideration

Full details of the assessment approach for each Quality Question are explained in further detail within the question wording and response templates.

Quality Assessment

Please respond to the ITT questions using the separate ITT Questionnaire within the procurement portal.

Offered below are the specific questions and weightings for the quality elements of this tender:

Question	Weight	Question
1. Minimum Requirements	Pass/Fail	<p>Please review the attached document and confirm that you are able to provide each of the requirements listed.</p> <p>This document catalogues the minimum requirements expected, these requirements must be confirmed before the bidder can participate further in the Tender Process.</p> <p>If you confirm you can meet these requirements please answer Yes</p> <p>If you cannot meet these requirements please answer No *</p>
2. Timescales	10% of available quality marks	By way of an attachment please detail what the timescale of delivery is between the date of medical examination and provision of the report to the individual?
3. Reporting Format	For Information Only	In what format is the medical report provided?
4. Service Management	10% of available quality marks	By way of an attachment please can you provide details of how you will offer, manage and maintain your service with the Coal Authority.
5. Meeting Management Requirements	10% of available quality marks	By way of an attachment please can you provide details of how you will meet the management requirements outlined within the minimum requirements including what management reports and information will be provided and how.

Question	Weight	Question
6. Marketing	5% of available quality marks	By way of an attachment please detail what marketing support will you provide to deliver this project?
7. Geographical Coverage	15% of available quality marks	By way of an attachment please confirm what geographical coverage you would provide for staff medicals
8. Quality Assurance	10% of available quality marks	By way of an attachment please provide details of the quality assurance certifications or processes you have in place to ensure the standard and accuracy of the testing and reporting.
9. Sample Report	40% of available quality marks	<p>By way of an attachment please provide a copy of an example medical report that would be provided to our staff</p> <p>In assessing this report we will be considering the clarity of the report in particular. does it explain what each test is for, is there a rating e.g. traffic light system to outline what it means for the individual and is there clear instruction on any further action that the individual should be taking in relation to any specific tests carried out.</p>
10. Technical non-functional requirements	(Pass/Fail)	<p>Please note that this question is only mandatory for those submissions relying upon an on line portal for booking and managing medicals.</p> <p>If your proposal does not rely on such a system (e.g. telephone booking system) you do not need to complete the attached spreadsheet , merely reupload the blank spreadsheet to satisfy the mandatory requirement</p> <p>Please review and respond to each of the non-functional requirements in the Technical Non-Functional Requirements (see attachment).</p>

Question	Weight	Question
		<p>As described in the document, each response will be assessed using a RAG system. Your responses to all requirements will be considered collectively before determining a pass or fail.</p> <p>Where a response is not initially determined to represent an instant pass, TCA may seek clarification from bidders to ensure the requirements are understood and whether mitigating controls are in place.</p> <p>We reserve the right to exclude any submission that is determined to be a fail for this question.</p>
11. Sustainability	For Information Only	<p>Please refer to the Authority's Sustainability Plan document which is attached.</p> <p>Please outline how your product / service provision would contribute to the Authority's sustainability objectives by providing a response which covers the main areas of focus in the Action Plan, as well as social value, and how you will support us to ensure compliance with 'Greening Government: ICT and digital services strategy 2020 to 2025'.</p>
12. Information Security	(Pass/Fail)	<p>Please review and respond to each of the non-functional requirements in the Information Security Questionnaire document (see appendices).</p> <p>As described in the document, each response will be assessed using a RAG system. Your responses to all requirements will be considered as a collective before determining a pass or fail.</p> <p>Where a response is not an instant pass, TCA may seek clarification from bidders to ensure the requirements are understood and whether mitigating controls are in place.</p>

Question	Weight	Question
		We reserve the right to exclude any submission that is determined to be a fail for this question.
13. Social Value	For Information Only	Please detail how your company supports social value currently, and what you could offer, to benefit the community, related specifically to this contract. Please also mention how your company works to ensure equality and diversity in what you do.

Pricing Assessment (70%) – Details

Pricing will be assessed using the least cost differential method, for the initial 3 year contract period.

Prices are to be fixed for the three year duration of the initial contract and increased by CPI (Consumer Price Index) if options for years four and five are taken

Your submitted pricing must be inclusive of all requirements outlined within the tender documentation.

Your pricing should be submitted on the pricing template provided within the eTender portal.

You may provide details of your standard pricing structure for a service of this type in addition to your compliant pricing submission.

Completion Guidelines

The questionnaire should be completed by a partner/director/senior manager.

Please answer each question fully. The Authority stresses the value and importance of substantiating answers with supporting documentation when requested.

The questionnaire should be completed accurately; if successful this document will form part of the contract.

The response and supporting documents must relate specifically to the organisation's policy and arrangements.

Assessment & Feedback

The tender submissions will be assessed in accordance with the assessment criteria outlined.

The Coal Authority will recognise the required standstill period when notifying all bidders of the outcome of the process.

Feedback will be provided at that time to organisations which are not successful through the issue of a letter providing debrief information on the assessment of the tender, scoring and confirmation of the successful tenderer.

Acceptance Procedure

The Authority does not bind itself to invite you to tender for the project and will not be responsible for, nor pay for, any expenses or losses which may be incurred by you in the preparation of your tender.

It is intended that the procurement process will take place in accordance with the provisions of this ITT, but the Coal Authority reserves the right to terminate, suspend, amend or vary this procurement process by notice to all potential bidders in writing.

The Coal Authority will have no liability for any losses, costs or expenses caused to bidders as a result of such termination, suspension, amendment or variation.

No tender shall be deemed to have been accepted unless such acceptance has been notified in writing to the tenderer.

Whether or not your tender is accepted, you must treat the details of all tender documents as private and confidential. If you decide not to submit a tender, you must reply stating you do not wish to respond to the tender and provide a comment why.

If you require any clarification on the details within this document, associated attachments or the tender process, a query should be submitted through the online messaging facility within the InBye eTendering portal.

Declaration

We declare that this is a bona fide tender, intended to be competitive, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

We also declare that we have not done, and we undertake that we will not do, at any time before the returnable date for this tender any of the following acts:-

- (a) Communicate to a person other than the person calling for these tenders the amount or approximate amount of the proposed tender;
- (b) Enter into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted;
- (c) Offer, pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the said work any act or thing of the sort described above.

In this declaration the word 'person' includes any persons and anybody or association, corporate or unincorporated; and 'any agreement or arrangement' includes any such transaction, formal or informal, and whether legally binding or not.