

Framework Schedule 6 (Order Form Template and Call-Off Schedules) Order Form

CALL-OFF REFERENCE: TfL 96339 Occupational Health Medical Assessments

THE BUYER: Greater London Authority (GLA)

BUYER ADDRESS City Hall, Kamal Churchie Way, London E16 1ZE

THE SUPPLIER: Medigold Health Consultancy Limited

SUPPLIER ADDRESS: Medigold Health Consultancy Ltd, Medigold House, Queensbridge, Northampton, NN4 7BF Company

REGISTRATION NUMBER: 3507491

DUNS NUMBER: 235082430

SID4GOV ID: N/A

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

If an electronic purchasing system is used instead of signing as a hard-copy, text below must be copied into the electronic order form.

It is essential that if you, as the Buyer, add to or amend any aspect of any Call-Off Schedule, then **you must send the updated Schedule** with the Order Form to the Supplier

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated Dec 2023. It's issued under the Framework Contract with the reference number RM 6182 Framework Contract Reference number for the provision of Occupational Health Medical Services .

CALL-OFF LOT: Lot 4

CALL-OFF INCORPORATED TERMS

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form including the Call-Off Special Terms and Call-Off Special Schedules.
2. Joint Schedule 1(Definitions and Interpretation) RM6182.
3. The following Schedules in equal order of precedence:
 - Joint Schedules for RM6182
 - Joint Schedule 2 (Variation Form)
 - Joint Schedule 3 (Insurance Requirements)
 - Joint Schedule 4 (Commercially Sensitive Information)
 - Joint Schedule 6 (Key Subcontractors) **NOT USED**
 - Joint Schedule 7 (Financial Difficulties) **NOT USED**
 - Joint Schedule 8 (Guarantee) **NOT USED**
 - Joint Schedule 9 (Minimum Standards of Reliability)
 - Joint Schedule 10 (Rectification Plan)
 - Joint Schedule 11 (Processing Data)- See Below
 - Joint Schedule 12 (Supply Chain Visibility) **NOT USED**
 - Call-Off Schedules for RM6182
 - Call-Off Schedule 1 (Transparency Reports)
 - Call-Off Schedule 2 (Staff Transfer) **NOT USED**
 - Call-Off Schedule 3 (Continuous Improvement)
 - Call-Off Schedule 5 (Pricing Details)
 - Call-Off Schedule 7 (Key Supplier Staff)
 - Call-Off Schedule 8 (Business Continuity and Disaster Recovery) **NOT USED**
 - Call-Off Schedule 9 (Security) **NOT USED**
 - Call-Off Schedule 10 (Exit Management) **NOT USED**
 - Call-Off Schedule 12 (Clustering) **NOT USED**
 - Call-Off Schedule 13 (Implementation Plan and Testing) **NOT USED**
 - Call-Off Schedule 14 (Service Levels) **NOT USED**
 - Call-Off Schedule 15 (Call-Off Contract Management) **NOT USED**
 - Call-Off Schedule 16 (Benchmarking) **NOT USED**
 - Call-Off Schedule 17 (MOD Terms) **NOT USED**
 - Call-Off Schedule 18 (Background Checks) **NOT USED**
 - Call-Off Schedule 19 (Scottish Law) **NOT USED**
 - Call-Off Schedule 20 (Call-Off Specification)
 - Call-off Schedule 21 (Northern Ireland Law) **NOT USED**

- Call-Off Schedule 23 (HMRC Terms) **NOT USED**

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- 4. CCS Core Terms (version 3.0.8)
 - 5. Joint Schedule 5 (Corporate Social Responsibility) RM6182
 - Call – Schedule 4 (Call -off special terms – Privacy and Data Protection)

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE:	23.08.2024
CALL-OFF EXPIRY DATE:	22.08.2028
CALL-OFF INITIAL PERIOD:	4 Years
CALL-OFF DELIVERABLES	Option A

Occupational Health Medical Assessments

The Requirement – TfL 96339 Occupational Health Medical Assessments

Introduction and Background

The Authority comprising of Transport for London (TfL), Greater London Authority (GLA) and Old Oak Park Royal Development Corporation (OPDC) offer Medical Assessments.

In TfL these assessments are made available to Senior Leadership Employees. Directors and Commissioner can access assessments annually and senior Managers biannually.

The GLA have requirements around eligibility based on age- staff aged 41 to 49 can access assessment biannually. Staff aged 50 plus can access an assessment annually. And staff under the age of 40 can access assessments every three years.

The OPDC have the requirement that all their staff can access an assessment annually.

For TfL staff the service provider shall seek consent from each Client to provide the Head of TfL Occupational Health with a copy of their medical assessment reports and recommendations, together with a copy of the signed consent form. The service provider shall seek consent from each Client to undertake the Assessment

and provide a personal written report with recommendations. This report will be shared solely with the Client on its completion.”

It's anticipated that the Health Assessments will take the form of a Doctor Consultation, with appropriate support from nursing staff, physiotherapists, etc. as appropriate. Should it be required their needs to be the option of either a Male or a Female Doctor if requested.

Health assessment to include.

- Health Risk Questionnaire (HRQ)
- Psychological risk questionnaire (may be combined with HRQ)
- Full physical examination
- Cardiovascular risk assessment
- Height
- Weight
- Body Mass Index (BMI)
- Hip to waist ratio
- Body fat percentage
- Lung function (ie peak expiratory flow rates if required)
- Audiometry
- Vision testing
- Resting ECG
- Blood pressure & pulse
- Full blood pathology, over 40 parameters
- Testicular examination & instruction for males
- Breast examination & instruction and cervical smear for females
- Personal report & results
- TSH -Thyroid-stimulating hormone screening for thyroid disorders
- Faecal Occult Blood -Screening for gastro-intestinal bleeding
- Chest x-ray service (should the assessment determine a medical ground to proceed.
- Prostate specific antigen test to detect prostate cancer. Currently at TfL and the GLA this is offered to male staff 40+
- Digital Mammogram
- Enhanced Breast care service – bi lateral full field digital mammogram women receive an on the spot secondary diagnosis (if required) an ultrasound or biopsy as well as an appointment with a consultant breast Surgeon. Currently at TfL and the GLA this is offered to female staff over the age of 40+. ONLY ON AGREEMENT WITH THE AUTHORITY on a case-by-case situation.

The service provider would be required to propose additional, or substitute elements/testing services supported by a risk-based justification on the principle of

managing health risk to be as low as reasonably practicable. **ONLY ON AGREEMENT WITH THE AUTHORITY** on a case-by-case situation.

Changes to the suite of tests made available may be agreed between the Service Provider and the Authority.

Some services will only be appropriate to specific genders and or age ranges. The service provider must identify and indicate where this is the case and will agree these with the Authority.

The service provider should indicate within the tender response the length of time allocated to the provision of a Health Assessment. The service provider will need to identify which elements of the assessments are to be completed by a Doctor or other medical professional.

(Any additional testing requested or provided to individual employees without prior authorisation from the Authority as appropriate will need to be funded by the employee on a self-pay basis).

The service provider is required to:

- I. Demonstrate processes to ensure that eligibility for different frequencies of examination according to age or grade, as defined in the contract, are flagged to allow appropriate individual communications.
- II. Send regular updates to those who have not attended (at least every three months);
- III. Communicate during the year to eligible new starters.

The service provider needs to show how the Administrative and marketing infrastructure will work to manage the administration of the required health assessments.

Annual eligibility lists will be provided each year to the service provider.

The Service provider will be required to write to the eligible staff and confirm their booking should they wish to have an assessment. Employees taking up the assessment need to be advised of the implications of cancellations and of the employee themselves of incurring such costs.

Indicative annual anticipated utilisation rates based on historical figures:

TfL 

GLA 

OPDC 

MAXIMUM LIABILITY

Framework Ref: RM6182

Project Version: v1.0

Model Version: v3.6

The limitation of liability for this Call-Off Contract is stated in Clause 11.2 of the Core Terms [REDACTED]

The Estimated Year 1 Charges used to calculate liability in the first Contract Year is Estimated Charges in the first 12 months of the Contract.

Estimate based on number of employees using the services.

CALL-OFF CHARGES

Option A – the charges for the Deliverables

Prices will be fixed for a period of 1 year and thereafter increase on the contract anniversary in line with the Office of National Statistics CPI Index

The prices provided for years 2,3 and 4 are indicative and are based on assumed 3% per annum CPI rate.

REDACTED

Notes to Pricing
Our pricing is based on the specification and estimated usage volumes. We reserve the right to amend prices should there be a change in your core requirements or a substantial change in usage (normally by more than 20%).
Cancellation and Re-arrangement Fees
<p>The Client shall remain liable for the following proportions of the listed Service Charges if appropriate notice has not been provided to Medigold Health for any cancellation or postponement of any Services:</p> <ul style="list-style-type: none">- Cancellation at >2 working days notice: 0% charge- Cancellation at <2 working days notice: 100% charge- Non-attendance/late arrival: 100% charge

Framework Schedule 6 (Order Form Template and Call-Off Schedules)

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Online Platform
Pricing assumes all patient registration and health questionnaires are made using our online platform
Annual Price Review
Prices will be fixed for a period of 1 year and thereafter increase on the contract anniversary in line with the of the Office of National Statistics CPI Index. The prices provided for years 2, 3 and 4 are indicative and are based on assumed 3% per annum CPI rate.
TUPE Costs
<p>All fees are calculated based on no TUPE application; price revisions and additional charges may be required if TUPE is applicable, and once the relevant data has been made available.</p> <p>Any and all associated redundancy costs including, but not limited to, statutory, contractual, administrative, other employee costs and any impact on existing pensions obligations that are subject to TUPE are not included and if applicable, will be charged at cost. Costs also exclude any type of Enhanced Pension Rights and Special Recognition Bonus Pension schemes, which may be charged at cost if significantly different to that provided.</p>
Medical Records (as applicable)
<ul style="list-style-type: none">- Storage of all medical records created prior to start of contract with the Service Provider will be charged at £20.00 per box per year and transfer in and out will be passed on at cost.- The indexing of historical medical records required to ensure records can be filed and retrieved will incur an additional administration fee of £0.30 per record.- Transfer of paper based medical records charged at cost- Conversion of electronic medical records received from previous provider to be charged at the lower of £5.00 per record or on a time/cost basis at £850.00 per day- Photocopying of medical records will be charged at £25.00 or 50p per sheet
Exclusions

The price excludes the following items, which may be required from time to time:

- Hard-copy marketing collateral. Price for print formatting, printing and distribution provided on application.
- Quote based on delivery of services within office hours. Extra fees will apply for services delivered outside work hours.

VAT

Please note that VAT will be charged on all invoices relating to Occupational Health Services, but not those relating to Health Screening, Primary Care or Treatment Services.

Option A – the charges for the Deliverables

REIMBURSABLE EXPENSES

Not applicable

PAYMENT METHOD

BACS

BUYER'S INVOICE ADDRESS: invoices@tfl.gov.uk

BUYER'S AUTHORISED REPRESENTATIVE

[Redacted]

BUYER'S ENVIRONMENTAL POLICY



Printable-SHE-Policy-
With Date-Stamp.pdf

BUYER'S SECURITY POLICY



P116.pdf

SUPPLIER'S AUTHORISED REPRESENTATIVE

[Redacted]

[REDACTED]

SUPPLIER'S CONTRACT MANAGER

[REDACTED]

PROGRESS REPORT FREQUENCY

On the first Working Day of each calendar month – to be agreed with BUYER'S
AUTHORISED REPRESENTATIVE

PROGRESS MEETING FREQUENCY

Quarterly on the first Working Day of each quarter to be agreed with BUYER'S
AUTHORISED REPRESENTATIVE

KEY STAFF

[REDACTED]

[REDACTED]

KEY SUBCONTRACTOR(S)

Not applicable

COMMERCIALLY SENSITIVE INFORMATION

Please see Joint Schedule 4

SERVICE CREDITS

Not applicable

ADDITIONAL INSURANCES

Not applicable

GUARANTEE









Not applicable

SOCIAL VALUE COMMITMENT

Not applicable

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For and on behalf of the Supplier:		For and on behalf of the Buyer:	
Signature:		Signature:	
Name:		Name:	
Role:		Role:	
Date:		Date:	

Appendix A

The specification



02 The Specification
Final TfL 96339.doc

Other documents

REDACTED