



Request for quotation

Request for Quotation

RFQ176

**Occupational Health
Service**

Issued 23rd April 2021

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CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

SUBMISSION DETAILS

SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

20th May 2021

12:00 Noon

Any submissions received after this date will not be considered.

SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: by 7th May 2021.

Procurement

Phone: 01752 856 809

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channeled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation are required and must meet the following criteria:

Sent via email to: tenders@cityplym.ac.uk

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.

WARRANTY:

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

INTRODUCTION AND EXECUTIVE SUMMARY

Due to our service coming to a natural end we are looking to tender for an Organisation to provide our Occupational Health Service. We would expect a minimum term of 3 years, extendable by 1 + 1 years, subject to satisfactory performance.

The anticipated value of the supply contract will exceed £25,000. Therefore, in the interests of open competition the opportunity will still be advertised on the government portal 'Contracts Finder'.

BUSINESS OVERVIEW & BACKGROUND

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework (TEF) Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with many outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College Plymouth is also one of the first Institutes of technology in the UK Working in collaboration with education providers and employers across the South West to improve the training in science, technology, engineering and maths in order to address skills gaps within these industries and support regional growth.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements.

The College operates on two main sites within the city, serving 12,500 students and employing over 650 staff. The College operates year round, with opening times from 0800-2100 on some days.

OUR GUIDING PRINCIPLE

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

OUR VISION

To be the learning destination of choice

OUR CORE VALUES

Respect, ownership, integrity for all

OUR CULTURE

Nurturing a passion for teaching and learning

Enriching our community through knowledge, experience and skills

Enabling every student to be the best that they can be

THE WAY FORWARD - OUR PRIORITIES

- Staff - our most important investment
- Students - our purpose
 - Community - making a difference
- Achievement - reputation for success
- Wellbeing - infusing health into every day

DETAILED REQUIREMENT

City College Plymouth is looking to obtain an Occupational Health Service to include:-

- Management referrals
- Pre-employment checks
- Health surveillance
- Specialist in mental health

Based on current levels, the average number of referrals are as follows:

Pre-employment 120

Management referral 120

Health surveillance 180

Following referral, the college would expect that appointments are confirmed within a 5 working day period, and consultations to be scheduled within 14 working days. Pre-employment checks should be responded to within 10 working days wherever possible.

The College will accept virtual consultations but certain health surveillance will need to be on a face to face basis therefore we are looking for a company with local access.

We require a portal facility for referrals and you should offer electronic reports and guidance. The portal facility should be available to external applicants to enable them to submit pre-employment checks.

KPI'S

Following referral, the College would expect that appointments are confirmed within a 5 working day period, and consultations to be scheduled within 14 working days. Pre-employment checks should be responded to within 10 working days wherever possible.

TIMESCALES

Action	Date
Tender Issued	23/04/2021
Deadline for Queries	07/05/2021
Tender Response Date	20/05/2021
Shortlisting of tenders	w/c 24/05/2021
Presentations	w/c 07/06/2021
Award Date	w/c 14/06/2021
Implementation Date	01/07/2021

WRITTEN SUBMISSION

We require a written document which details your company offer with particular interest to the following areas. This submitted document will be scored as per the table on page 10.

Price- Scored on Appendix A, you should state whether you will make an annual charge or a charge per consultation. Any volume breaks should be clearly identified

Your current expected timescales for the different category referrals

Your proposals for contract management arrangements, including a - named contact, frequency of meetings etc.

Quality and standard of management referral reports- a copy report should be included

Outline your access arrangements - ie portals for referrals and for pre-employment checks

Outline any optional services you are able to provide, eg staff workshops, advice, support lines, staff training etc

Value added student benefits– any specific benefits you can offer to our students eg work placements, talks etc.

PRICING

Bidders should provide their pricing for each of the key products in Appendix A.

Prices should be firm and valid for at least the initial contract period (12 months) and not subject to increase or escalation of any kind throughout the contract.

TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria is as follows:

Category	Weight
Price	40%
KPI- lead times	20%
Contract management	10%
External portal – referrals and pre-employment checks	10%
Quality of information – management referral reports	10%
Optional services	5%
Value added student benefits	5%

Please see table below for more details on the scoring method.

AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

WRITTEN SUBMISSION

Assessment	Score	Interpretation
Excellent	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
Good	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
Satisfactory	2	<i>Reasonable response supported by some evidence.</i>

		<i>Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Poor	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
Unacceptable	0	<i>No response or insufficient information provided.</i>

ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix D

SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C: Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration