The Royal Botanic Gardens, Kew is undertaking early market engagement to ascertain if there is an appetite within the market to tender for the delivery of these goods or services.

For the avoidance of doubt:

* This notice is to conduct early market engagement and will not formally begin the procurement or constitute any commitment by RBG Kew to undertake any procurement exercise.
* This notice does not guarantee an invitation to participate in this or any future procurement that RBG Kew may conduct, nor that RBG Kew will procure any services or accepts any proposals offered. Potential bidders will not be prejudiced by any response or failure to respond to the early market engagement exercise.
* No expense in responding to this early market engagement will be reimbursed by RBG Kew.
* Any procurement by RBG Kew will be carried out strictly in line with the Public Contracts Regulations 2015.
* We will not accept any responsibility or liability for advising of any changes or additions to the information contained in this document.
* No representation, warranty or undertaking, expressed or implied is, or will be, made and no responsibility or liability will be accepted by RBG Kew as to the accuracy or completeness of the document or any other written or verbal information made available to any interested party or its advisors. Any liability however arising is expressly disclaimed.

If you feel that your organisation can contribute to this exercise, please provide the information requested below.

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| **Return information** | | | |
| Name of requirement | Employee Health Plan Benefit | Time for response | 12pm on Friday 18 March 2022 |
| Address to return this questionnaire to | | [e.maclean@kew.org](mailto:e.maclean@kew.org) | |

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| **Confidentiality & Freedom of Information** |
| RBG Kew is subject to the disclosure requirements of the Freedom of Information Act (FoIA). Potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such. If a request is subsequently made for disclosure under the FoIA that request will be dealt with in accordance with the legislation. |
| Provide details of any confidential information here |

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| **Specification** | |
| Summary of Requirement | |
| Kew currently operates a health cash plan for one group of employees (circa 100). We are carrying out a review of the scheme and intend to undertake a procurement process to ensure value for money. As part of this we are exploring the feasibility of extending the benefit to all employees (circa 1,100) as part of our employee benefits and wellbeing offer. | |
| Requirements | |
| 1 | Company paid cash plan enabling employees to claim back for everyday healthcare costs up to annual claim limit, including but not necessarily limited to;  • Dental  • Dental accident  • Optical  • Diagnostic Consultations & Scans  • Therapies e.g. physiotherapy  • Treatments e.g. chiropody / podiatry |
| 2 | The scheme may also include access to other health and wellbeing benefits e.g. hospital cover, prescription charges, access to medical advice line, access to private medical insurance etc |
| 3 | Affordable options for employees to upgrade to a higher level of cover and / or add partners & dependents at their own cost |
| 4 | Secure, user-friendly system where employees can make claims online, update & manage their plan |
| 5 | Streamlined and user-friendly process for adding / removing employees to / from the scheme |
| 6 | Quarterly MI reports detailing scheme usage etc |

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| **Questionnaire** |
| Would you be able to provide a solution to meet the Specification? Please provide a table of cover for your health plan offer if possible illustrating what is included in the basic offer. |
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| What advice would you give to improve the clarity of the draft specification? |
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| What is the name of the solution you would provide to meet the Specification? |
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| Please advise if there is an Employee Assistance Programme (EAP) offer as part of the health plan and provide details. |
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| Please provide indicative pricing for your scheme for different levels of cover available e.g. £x per employee per month / annum. If pricing varies dependent on headcount please provide indicative pricing for different headcount brackets.  If there is an additional / separate charge for EAP please provide details. |
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| If RBG Kew progressed to procure this opportunity, would your organisation be interested in submitting a tender?  If not, it would be helpful if you could help us to understand why not. |
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