# Call for Expression of Interest

## Introduction

East West Railway Company Limited (EWR Co) is an arm’s length body of the Department for Transport established to promote and develop a new direct connection between Oxford, Cambridge and beyond. Serving communities across the area, it will bring faster journey times and lower transport costs as well as easing pressure on local roads. Our mission at EWR Co is to deliver all of this as safely, quickly and cost-effectively as possible.

## Requirement

EWR Co. is seeking an Occupational Health Provider to manage occupational health referrals and conduct virtual/phone health assessments. The provider must ensure timely and accurate assessments, with a maximum turnaround time of two weeks from referral to receipt of assessment. Emergency appointments should be available within 48 hours.

Assessment volumes will fluctuate, ranging from one to six per month. We are particularly interested in engaging a smaller, responsive business that will take the time to understand the needs of our organisation.

The provider must have secure and confidential record-keeping systems compliant with GDPR to ensure the protection of employee health data.

**Scope of Services**  
The Occupational Health Provider will be responsible for:

* Booking and managing occupational health appointments with employees.
* Conducting comprehensive virtual/phone health assessments, including:
  + Fitness for work following illness/injury.
  + Fitness to attend meetings.
  + Fitness for work due to disability/health condition and recommending reasonable adjustments.
  + Identifying underlying reasons for recurrent short spells of sickness.
* Providing comprehensive, timely, and accurate written health assessments.

## Suitability

The Occupational Health Provider will be responsible for:

* Booking and managing occupational health appointments with employees.
* Conducting comprehensive virtual/phone health assessments, including:
  + Fitness for work following illness/injury.
  + Fitness to attend meetings.
  + Fitness for work due to disability/health condition and recommending reasonable adjustments.
  + Identifying underlying reasons for recurrent short spells of sickness.
* Providing comprehensive, timely, and accurate written health assessments.

**Timescales**

This contract is expected to begin 1st April 2025 for an initial period of two years, with the option to extend for an additional year.

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| **Milestone** | **Date** |
| Expression of Interest Submission Deadline | 12th February 2025 |
| Evaluation of EOI Submissions | 19th February 2025 |
| Issue of Invitation to Tender | 26th February 2025 |
| Tender Submission Deadline | 12th March 2025 |
| Evaluation and Award Decision | 26th March 2025 |
| Contract Start Date | 1st April 2025 |

**Next Steps**

EWR Co intends to publish the ITT for this service requirement under EWR Services Agreement on 26th February 2025 with a view to appointing the successful bidder 26th March 2025 and expects the work (to commence shortly thereafter). These dates are provisional and subject to change.

The ITT will be published via EWR Co’s e-sourcing tool.

**Response and Contact**

Interested suppliers are requested to respond to this notice and call for expressions of interest as follows:

* complete and return a non-disclosure agreement
* register as a supplier on the EWR Co e-sourcing portal [Jaggaer](https://eastwestrail.ukp.app.jaggaer.com/esop/guest/login.do?internal=true&j1pidm=false&_ncp=1714033623176.913091-1)
* email confirming the above and your wish to receive a copy of the ITT if/when EWR Co issues one

Confirmation should be sent to:

**Kaisha.philip@eastwestrail.co.uk**

All confirmation emails must be sent by **12th February 2025**

Questions or queries can be submitted to:

**Kaisha Philip**

**Assistant Procurement Manager**

[kaisha.philip@eastwestrail.co.uk](mailto:kaisha.philip@eastwestrail.co.uk)

*NOTE: Questions or queries must be submitted 10th February 2025*