

Background Information – not for publication

Contract for the Provision of an Occupational Health Nurse Adviser for Council Employees 1st May 2019 to 30th April 2021 with an option to extend for a further two 12 month periods

The Council's Occupational Health Unit provides services to approximately 6,700 employees. The internal team consists of a full time Occupational Health Nurse Manager (who is also a practicing Occupational Health Advisor), with support provided through the Principal Workforce Strategy Adviser and close working relationships with the Health & Safety and Human Resources teams.

We have increased the capacity of the Occupational Health Unit to meet demand over the last few years through the use of an additional third party Occupational Health Nurse Adviser.

Following advice from Strategic Procurement we have now sought bids from interested parties for the services on an Occupational Health Nurse Adviser

The core requirement for the services is currently up to 3 days per week, worked on Mondays, Tuesdays and Thursdays although these days may be changed at the Council's discretion. For the majority of the provision the service will be based at the Catherine Chisholm Suite at Bury Town Hall, with from the Bradley Fold Depot every alternate Thursday again this is subject to the Council's discretion.

The Council are seeking an independent self-employed Occupational Health Nurse Adviser, the person must possess the following essential qualifications for:

- RGN (Registered General Nurse)
- SPOHN (Specialist Practitioner Occupational Health Nurse) or equivalent

The successful bidder will also require qualifications and experience in relation to hand arm vibration assessments, audiometry and spirometry testing.

Experience of working with local authorities and schools, with an associated knowledge of their policies and procedures, is essential.

The successful bidder should also possess considerable experience of absence management, fitness for work assessments, health surveillance, pre-placement assessments and liaising with relevant external agencies.

An opportunity for an Invitation to Tender (ITT) was placed on the Council's electronic tendering portal The Chest on Friday 15th February 2019 in accordance with Contract Procedure Rule 4.1. The closing date for receipt of bids was set as 12.00 noon on Friday 8th March 2019.

Fifteen organisations expressed an interest in obtaining the documentation with one organisation returning their submission by the closing date. The bid was received from:

- JWJ Occupational Health Ltd

The bid was evaluated by myself with guidance and assistance from Russell Starkie from the Strategic Procurement Team and in accordance with the following evaluation criteria specified in the tender document:

ID	Criteria	Max Score Attainable
Quality Criteria		
Selection Questionnaire (<i>Section 8</i>)		
Part 3	Financial Standing	Pass/Fail
8.1	Insurances	Pass/Fail
8.5	Health & Safety	Pass/Fail
Method Statements/Quality Questions/Response to Requirements (<i>Section 6</i>)		
	Confirmation of meeting requirement specifications (<i>See section 5 for full specification</i>)	Pass/Fail
	Please set out your qualifications including RGN (Registered General Nurse) and ideally also SPOHN (Specialist Practitioner Occupational Health Nurse) or equivalent.	Pass/Fail
	Please give details of your competency and experience for carrying out hand arm vibration assessments, audiometry and spirometry testing.	10%
	Please tell us about your experience of working with local authorities and schools, and associated knowledge of their policies and procedures.	10%
	Please explain your considerable experience of absence management, fitness for work assessments, health surveillance, pre-placement assessments and liaising with relevant external agencies.	15%
	Please provide information to evidence your experience of writing medical reports and letters.	10%
	Please give details of your experience of using computer software such as Microsoft Office, Microsoft Word and medical packages, such as Cohort.	10%
	Social Value	5%
Pricing Criteria		
Total Price for the Full Duration of the Contract Including any Extension Periods (<i>Section 9</i>)		
	Total Price	40%
Total		100%

With regards to the price evaluation the lowest overall priced submission will score the highest marks and the others will be scored on a pro-rata basis i.e. the lowest price divided by their price multiplied by the number of marks available in this case 40.

With regards to the quality evaluation the scores the total quality score of 60 is broken down further into the sections based on the specification and five other procurement specific questions that were part of the required bid response.

Each of the responses to the quality criteria requirements will be scored out of 10 using the scoring categories shown below. The total score for each section will be translated to represent a score out of the section score.

Definitions of Scoring Categories:

<p>Score 10 Excellent</p>	<ul style="list-style-type: none"> • Excellent answer that comprehensively addresses all key points with a high level of Bury specific detail. • Solution/processes/methods comprehensively meet Authorities’ needs and clearly linked to specification. May contain innovation. • Excellent evidence of competency. • Excellent examples and/or supporting evidence provided.
<p>Score 8 Good</p>	<ul style="list-style-type: none"> • Good answer that fully addresses all key points with a good level of Bury specific detail. • Solution/processes/methods fully meet Bury’s needs and clearly linked to specification. • Good evidence of competency. • Good examples and/or supporting evidence provided.
<p>Score 6 Satisfactory</p>	<ul style="list-style-type: none"> • Satisfactory answer that addresses all key points with a basic level of Bury specific detail. • Solution/processes/methods meet Bury needs and linked to specification. • Satisfactory evidence of competency. • Relevant examples and/or supporting evidence provided.
<p>Score 4 Partial</p>	<ul style="list-style-type: none"> • Partial answer that addresses some key points with some Bury specific detail. • Solution/processes/methods partially meet Bury needs and partially linked to specification. • Some evidence of competency. • Some relevant examples and/or supporting evidence provided.
<p>Score 2 Poor</p>	<ul style="list-style-type: none"> • Answer that insufficiently addresses key points with Bury specific detail. • Solution/processes/methods insufficiently meet Bury needs and not clearly linked to specification. • Little evidence of competency. • Some examples and/or supporting evidence provided.
<p>Score 0 Unsatisfactory</p>	<ul style="list-style-type: none"> • Unable to assess due to lack of evidence. • May be non-compliant. Unsatisfactory level of detail.

The cost submission was as follows:

Company	Price per hour	No of Hours worked per annum	Total Cost
JWJ Occupational Health Ltd	£36.00	846	£30,456

The total scores for the quality aspect of the bid based on the bidders responses to six quality questions

Company	Total
JWJ Occupational Health Ltd	43.00%

Details of the percentage scores allocated to the bidder and the detailed pricing schedule are shown below

Company	Price	Quality	Total
JWJ Occupational Health Ltd	40.00	43.00	83.00

The leading bidder was then assessed in relation to their financial standing, their health and safety competency and possession of the required insurance certificates in place as confirmation to ensure that they could demonstrate the necessary ability to provide the service required.

In relation to the financial check the following comments were received from the Council's Senior Accountancy Assistant:

"I would regard JWJ Occupational Health Ltd as low risk from a financial perspective for this contract".

Based on the tender evaluation and scoring it is recommended that the contract is awarded to JWJ Occupational Health Ltd.

Catherine King,
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Department for Resources and Regulation
12th April 2019