

**United Kingdom-London: Well-support services**

OJ S 163/2015 25/08/2015

Contract notice

Services

Directive 2004/18/EC

**Section I: Contracting authority**

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**I.1. Name and addresses**

Official name: UCLPartners Procurement Services

Postal address: 1st Floor, 338-346 Goswell Road

Town: London

Postal code: EC1V 7LQ

Country: United Kingdom

For the attention of: Ms Shriya Karia

E-mail: [shriya.karia@nhs.net](mailto:shriya.karia@nhs.net)**Internet address(es):**General address of the contracting authority: <https://www.lpp sourcing.org>Address of the buyer profile: <https://www.lpp sourcing.org>Electronic access to information: <https://www.lpp sourcing.org>Electronic submission of tenders and requests to participate: <https://www.lpp sourcing.org>**Additional information can be obtained from:**

Official name: UCL Partners Procurement Services

Postal address: First Floor, 338-346 Goswell Road

Town: London

Postal code: EC1V 7LQ

Country: United Kingdom

For the attention of: Ms Shriya Karia

E-mail: [shriya.karia@nhs.net](mailto:shriya.karia@nhs.net)**Specifications and additional documents (including documents for competitive dialogue and a dynamic purchasing system) can be obtained from:**

Official name: UCLPartners Procurement Services

Postal address: First Floor, 338-346 Goswell Road

Town: London

Postal code: EC1V 7LQ

Country: United Kingdom

For the attention of: Ms Shriya Karia

E-mail: [shriya.karia@nhs.net](mailto:shriya.karia@nhs.net)**Tenders or requests to participate must be submitted:** Official name: UCLPartners Procurement Services

Postal address: First Floor, 338-346 Goswell Road

Town: London

Postal code: EC1V 7LQ

Country: United Kingdom

For the attention of: Ms. Shriya Karia

E-mail: [shriya.karia@nhs.net](mailto:shriya.karia@nhs.net)**I.2. Type of the contracting authority**

Body governed by public law

### **I.3. Main activity**

Health

### **I.4. Contract award on behalf of other contracting authorities**

The contracting authority is purchasing on behalf of other contracting authorities: no

## **Section II: Object of the contract**

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### **II.1. Description**

#### **II.1.1. Title attributed to the contract by the contracting authority**

PR1488 Staff Support Services (Employee Assistance Programme).

#### **II.1.2. Type of contract and place of performance or delivery**

Services

Service category No 25: Health and social services

NUTS code

#### **II.1.3. Information about a framework agreement or a dynamic purchasing system**

The notice involves a public contract

#### **II.1.4. Information about framework agreement**

#### **II.1.5. Short description of the contract or purchase(s)**

Contract-9WXJ-H5RXTI — For the provision of Staff Support Services (Employee Assistance Programme — EAP) for Great Ormond Street Hospital for Children NHS Foundation Trust, North Middlesex University Hospital NHS Trust and Royal Free London NHS Foundation Trust. Please see ITT documents for further information.

The Trusts reserve the right not to award any or all Lots.

#### **II.1.6. CPV code(s)**

76460000 Well-support services, 79500000 Office-support services, 98000000 Other community, social and personal services, 98334000 Wellness services

#### **II.1.7. Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: yes

#### **II.1.8. Lots**

This contract is divided into lots: yes

Tenders may be submitted for one or more lots

#### **II.1.9. Information about variants**

Variants will be accepted: no

### **II.2. Scope of the procurement**

#### **II.2.1. Total quantity or scope**

Contract-9WXJ-H5RXTI — Great Ormond Street Hospital for Children NHS Foundation Trust, North Middlesex University Hospital NHS Trust and Royal Free London NHS Foundation Trust are together embarking on a procurement project to identify 1 or more contractors to provide staff support services to the Trusts.

This procurement activity will be split into 3 Lots to enable suppliers to bid for 1 or more Trust and also to enable stakeholders to select the most economically advantageous Tender.

Suppliers are expected to show discounts available with their pricing of the service, if they are

awarded the contract for more than 1 Trust.

The Lots are as follows:

1. Lot 1 — GOSH,
2. Lot 2 — NMUH,
3. Lot 3 — RFL.

Please see ITT documents for more details.

## **II.2.2. Information about options**

Options: no

## **II.2.3. Information about renewals**

This contract is subject to renewal: no

## **II.3. Duration of the contract or time limit for completion**

Start 1.12.2015. Completion 12.10.2018

Information about lots

Lot No: 1

Lot title: Great Ormond Street Hospital NHS Foundation Trust

### **1) Short description**

This procurement is for a contract for the provision of staff support services (employee assistance programme — EAP).

### **2) CPV code(s)**

76460000 Well-support services

### **3) Quantity or scope**

The Supplier will deliver an effective and modern EAP service to Great Ormond Street Hospital NHS Foundation Trust (the Authority). As a minimum, the EAP service will be made available to all staff directly employed by the Authority.

### **4) Indication about different time frame or duration**

Duration in months: 36 (from the award of the contract)

### **5) Additional information about lots**

Please see ITT Documents for additional information about the Trust and the requirements.

Lot No: 2

Lot title: North Middlesex University Hospital NHS Trust

### **1) Short description**

This procurement is for a contract for the provision of staff support services (employee assistance programme — EAP).

### **2) CPV code(s)**

76460000 Well-support services

### **3) Quantity or scope**

The Supplier will deliver an effective and modern EAP service to North Middlesex University Hospital NHS Trust (the Authority). As a minimum, the EAP service will be made available to all staff directly employed by the Authority.

### **4) Indication about different time frame or duration**

Duration in months: 36 (from the award of the contract)

### **5)**

### **Additional information about lots**

Please see ITT Documents for additional information about the Trust and the requirements. North Middlesex University Hospital NHS Trust will also be commissioning the services on behalf of Barnet Enfield and Haringey Mental Health Trust.

Lot No: 3

Lot title: Royal Free London NHS Foundation Trust

**1) Short description**

This procurement is for a contract for the provision of staff support services (employee assistance programme — EAP).

**2) CPV code(s)**

76460000 Well-support services

**3) Quantity or scope**

The Supplier will deliver an effective and modern EAP service to Royal Free London NHS Foundation Trust (the Authority). As a minimum, the EAP service will be made available to all staff directly employed by the Authority.

**4) Indication about different time frame or duration**

Start 1.12.2015. Completion 29.11.2018

**5) Additional information about lots**

Please see ITT Documents for additional information about the Trust and the requirements.

### **Section III: Legal, economic, financial and technical information**

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#### **III.1. Conditions related to the contract**

##### **III.1.1. Deposits and guarantees required**

N/A.

##### **III.1.2. Main financing conditions and payment arrangements and/or reference to the relevant provisions governing them**

##### **III.1.3. Legal form to be taken by the group of economic operators to whom the contract is to be awarded**

##### **III.1.4. Contract performance conditions**

The performance of the contract is subject to particular conditions: yes

Description of particular conditions: NHS terms and conditions for the supply of services 2014.

#### **III.2. Conditions for participation**

##### **III.2.1. Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions: As per ITT documents.

##### **III.2.2. Economic and financial ability**

List and brief description of conditions: As per ITT documents.

Minimum level(s) of standards possibly required: As per ITT documents.

##### **III.2.3. Technical and professional ability**

List and brief description of conditions:

As per ITT documents.

Minimum level(s) of standards possibly required:  
As per ITT documents.

#### **III.2.4. Information about reserved contracts**

#### **III.3. Conditions specific to services contracts**

##### **III.3.1. Information about a particular profession**

Execution of the service is reserved to a particular profession: no

##### **III.3.2. Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract: no

### **Section IV: Procedure**

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#### **IV.1. Type of procedure**

##### **IV.1.1. Type of procedure**

Open

##### **IV.1.2. Information about the limits on the number of candidates to be invited**

Envisaged number of candidates: 0

Objective criteria for choosing the limited number of candidates: Criteria for short listing candidates and award of contract is contained within the ITT documents.

##### **IV.1.3. Information about reduction of the number of solutions or tenders during negotiation or dialogue**

Recourse to staged procedure to gradually reduce the number of solutions to be discussed or tenders to be negotiated no

#### **IV.2. Award criteria**

##### **IV.2.1. Award criteria**

The most economically advantageous tender in terms of Price is not the only award criterion and all criteria are stated only in the procurement documents

##### **IV.2.2. Information about electronic auction**

An electronic auction will be used: no

#### **IV.3. Administrative information**

##### **IV.3.1. File reference number attributed by the contracting authority**

PR1488

##### **IV.3.2. Previous publication concerning this procedure**

##### **IV.3.3. Conditions for obtaining specifications and additional documents or descriptive document**

Time limit for receipt of requests for documents or for accessing documents: 18.9.2015 - 14:00  
Payable documents: no

##### **IV.3.4. Time limit for receipt of tenders or requests to participate**

21.9.2015 - 10:00

##### **IV.3.5.**

**Estimated date of dispatch of invitations to tender or to participate to selected candidates**

19.8.2015

**IV.3.6. Languages in which tenders or requests to participate may be submitted**  
English.

**IV.3.7. Minimum time frame during which the tenderer must maintain the tender**

**IV.3.8. Conditions for opening of tenders**

Persons authorised to be present at the opening of tenders: no

**Section VI: Complementary information**

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**VI.1. Information about recurrence**

This is a recurrent procurement: yes

Estimated timing for further notices to be published: 3 to 4 years.

**VI.2. Information about European Union funds**

The procurement is related to a project and/or programme financed by European Union funds:  
no

**VI.3. Additional information**

Please register on the Due North Portal — [www.ippsourcing.org](http://www.ippsourcing.org) — where you will be required to register before accessing the documents. All documentation must be completed and submitted via the Due North portal. Failure to do so will mean you will not be considered further. All correspondence must be via the Due North Portal.

Last date for queries from suppliers is Monday 14<sup>th</sup> September at 14:00.

Suppliers to submit proposals by 21.9.2015 at 10:00.

**VI.4. Procedures for review**

**VI.4.1. Review body**

**VI.4.2. Review procedure**

**VI.4.3. Service from which information about the review procedure may be obtained**

**VI.5. Date of dispatch of this notice**

19.8.2015