

**To: Finance, Resources and Customer Services Policy Board**

**On: 30th March 2022**

---

**Report by: The Chief Executive and the Director of Finance and Resources**

---

**Heading: Contract Authorisation Report for Occupational Health and Wellbeing (RC-CPU-20-312)**

---

## **1. Summary**

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a contract for Occupational health and wellbeing.
- 1.2 The recommendation to award a contract follows a procurement exercise which was conducted in accordance with the Crown Commercial Services Occupational health, Employee Assistance Programmes and Eye Care Services (“the Framework”) RM6182, Lot 1 Occupational Health and Employee Assistance Programmes, Fully Managed following a Further competition and Renfrewshire Council’s Standing Orders Relating to Contracts for an above Government Procurement Agreement (GPA) Threshold.
- 1.3 The Contract Strategy was approved and signed by the Director of Finance, HR Manager and Procurement Operations Manager (on behalf of the Strategic Commercial and Procurement Manager) on the 10th January 2022.

---

## **2. Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance:

- 2.1 To award the Contract (a Call-Off Contract) for Occupational health and wellbeing following a Further competition procedure under Lot 1 Occupational Health and Employee Assistance Programmes of the Crown Commercial Services Framework Agreement for Occupational health, Employee Assistance Programmes and Eye Care Services (RM6182) to People Asset Management Ltd in accordance with the Framework Call-Off Award Procedure;
- 2.2 The Contract will be for an initial period of 3 (three) years, with the Council option to extend on two (2) separate occasions up to a period of 12 (twelve) months. It is envisaged that the Contract will commence on the 1<sup>st</sup> May 2022 however the actual date will be confirmed in the Order Form;
- 2.3 The Contract value for the initial 3 (three) years will not exceed £1,164,000 excluding VAT. Where the options to extend are utilised, the additional value will not exceed £388,000 excluding VAT for each 12-month period, therefore if the full extensions are taken up, the total value for 5 (five) years will be up to £1,940,000 excluding VAT depending on the level of service instructed.

---

## **3. Background**

- 3.1 Renfrewshire Council are seeking to appoint an experienced Occupational health provider to provide an Occupational health service. It is Renfrewshire Council's corporate policy to adopt a supportive approach, working in partnership with employees to improve their own health through healthy lifestyles; increasing their energy, strength and resilience and maximising their attendance at work, Occupational Health is concerned with any health issues that you feel may affect Council employees work, or any work issue that may affect their health, however, it is important to note that the Occupational Health Service is not intended to substitute or replace general medical care or GP.
- 3.2 The appointed Supplier will be expected to deliver occupational health and wellbeing services aimed at preventing industrial injury and supporting the management of sickness absence. This includes: management referrals, pre-placement screening, vaccinations, health surveillance, ill health retirement, fitness for work and statutory medicals . It is anticipated that the Supplier will be expected to offer occupational psychology to assist employees experiencing mental health issues and also provide full access to their

employee assist programme. The Council seeks to achieve greater productivity and higher employee engagement and recognises that an effective, modern and proactive occupational health service, which reflects best practice, can assist in achieving these requirements.

- 3.3 The procurement exercise was conducted in accordance with the Call-Off Award Procedure of the Crown Commercial Services Occupational health, Employee Assistance Programmes and Eye Care Services (“the Framework”) RM6182. An expression of interest (EOI) was published to all 6 suppliers under Lot 1 of the Framework on the 12<sup>th</sup> January 2022, 2 (two) of the suppliers noted an interest by the submission deadline of 2pm on the 19<sup>th</sup> January 2022. Suppliers who did not respond to the EOI in accordance with the Call-Off Award Procedure were not invited to participate in the Further Competition Procedure.
- 3.4 The Further competition documents were published to the 2 (two) tenderers via the Public Contract Scotland Tenders Portal on the 27<sup>th</sup> January 2022 with a submission deadline of 12 noon on the 17<sup>th</sup> February 2022. At submission deadline only 1 (one) tender submission was received from People Asset Management Ltd.
- 3.5 Following the Further competition requirements, the Supplier selection requirements were already met at the Framework Award stage Per the Call-Off Award Procedure the tender submission received was evaluated against the set of award criteria published with the Further Competition procedure of quality / price (60% quality and 40% price). The score relative to the award criteria and tender submission for People Asset Management Ltd is detailed below:

<b>Tenderer Name</b>	<b>Quality Score (60%)</b>	<b>Price Score (40%)</b>	<b>Total Score (100%)</b>
People Asset Management Ltd	53.75%	40.00%	93.75%

- 3.6 It is recommended that the Contract, a Call-Off Contract under Lot 1 of the Framework, is awarded to People Asset Management Ltd, who based on evaluation, have provided the most economically advantageous tender. The Contract will be formed under the Framework Award Procedure using the Order Form and relevant call off and joint schedules.

3.7 Community benefits were requested as part of the Further Competition Procedure and People Asset Management Ltd advised within their tender submission that the following community benefits will be delivered as part of the Contract:

- 2 x Work Experience Placement for an individual 16+ years of age
- 2 x Work Experience Placement for an individual aged 14 to 16 years of age
- 4 x Industry Awareness Events

3.8 For information, the values stated in 2.3 above are based on the following services (but not limited to): management referrals, preplacement screening, vaccinations, health surveillance, ill health retirement, fitness for work and statutory medicals. This also includes the option to implement a first day absence system.

---

## Implications of the Report

1. **Financial** – The financial status of People Asset Management Ltd was assessed by Crown Commercial Services at the time of awarding a place onto the Framework Agreement and were deemed to meet the minimum requirements in relation to financial stability.
2. **HR & Organisational Development** – The occupational health and wellbeing contract will be managed and monitored by HR and Organisational Development.
3. **Community/Council Planning** –
  - **Tackling inequality, ensuring opportunities for all** – The occupational health and wellbeing service will be available to all employees and will deliver a service that seeks to achieve greater productivity and higher employee engagement and recognises that an effective, modern and proactive occupational health service, which reflects best practice, can assist in achieving these requirements.
  - **Working together to improve outcomes** – the Council has a corporate responsibility to offer an occupational health service for employees. This service will support and work in partnership with employees to improve their own health through healthy lifestyles;

increasing their energy, strength and resilience and maximising their attendance at work.

4. **Legal** – This Procurement was carried out in accordance with the Crown Commercial Services Occupational health, Employee Assistance Programmes and Eye Care Services (“the Framework”) RM6182, Lot 1 Occupational Health and Employee Assistance Programmes, Fully Managed Further Competition Procedure of the Framework Call-Off Award Procedure and Renfrewshire Council’s Standing Orders Relating to Contracts for a contract above GPA Threshold.
5. **Property/Assets** – No property/assets implications have arisen or are anticipated.
6. **Information Technology** – Cyber Security was evaluated by the Council’s ICT Services and People Asset Management Ltd has confirmed that they have achieved Cyber Essential Accreditation.
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals’ human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council’s website.
8. **Health & Safety** – People Asset Management Ltd health and safety credentials were evaluated by Corporate Health and Safety and met the Council’s minimum requirements regarding health and safety.
9. **Procurement** – This procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk** – People Asset Management Ltd insurance documentations were evaluated by Crown Commercial Service at the time of awarded People Asset Management Ltd onto the Framework and were deemed to meet the minimum requirements. The Council’s Risk Manager has also confirmed that the levels of insurance are adequate for the requirements of the Framework and this Contract.

11. **Privacy Impact** – As part of the procurement process, a data protection impact assessment was conducted by the Council's Information Governance team. People Asset Management Ltd will be required to confirm and agree to the Data Protection requirements as noted within the Order form and relevant schedule.
  12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.
  13. **Climate Risk** - The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and no climate change implications were noted as part of this Contract.
- 

### **List of Background Papers**

None

---

**Author:** Gillian Gordon, Senior Procurement Specialist, Corporate Procurement Unit, [gillian.gordon@renfrewshire.gov.uk](mailto:gillian.gordon@renfrewshire.gov.uk)