

Report of: Occupational Health Manager, Human Resources, Resources & Housing

Report to: Andy Dodman, Chief Officer Human Resources.

Date: 20th November 2019

**Subject: Authority to Award: Provision of an Occupational Health Physician (OHP).
(Contract Ref: DN437851).**

Are specific electoral wards affected? If relevant, name(s) of ward(s): All	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. In 2015 the Occupational Health Service procured a contract with a third party for the provision of an Occupational Health Physician (OHP) service and additional occupational health advisors.
2. This contract is due to expire on 30th November 2019 and therefore a new contract is required, as there is an ongoing need for an OHP service within the Council.
3. The availability of an Occupational Health Physician (OHP) is vital to the 'in-house' Occupational Health Service to supplement the team of Occupational Health Nurse Advisors (OHA's).

The OHP is required to:

- Provide clinical input for very complex referral cases.
- Undertake health surveillance assessments for diagnosing or otherwise some medical conditions such as 'hand arm vibration syndrome'.
- To process ill health retirement cases both face to face, and/or as a paper assessments.

4. A competitive procurement to appoint a Contractor to provide an Occupational Health Physician (OHP) service has been concluded. Once awarded, the Contractor will commence from the 9th of December 2019 and will run for 2 years, with the option to extend for a further 2 x 12 month periods.

Recommendations

The Chief Officer of Human Resources is asked to note the content of this report, and approve the award of the contract for 'The Provision of an Occupational Health Physician (OHP) to Medigold Health Consultancy Ltd for a two year period, commencing on the 9th December 2019.

1 Purpose of this report

- 1.1 Contract Procedure Rule 3.1.6 requires that a decision to award is made by the relevant Officer through the delegated decision process. The delegated decision should outline the reasoning for the selection of the contractors.
- 1.2 This report advises the Chief Officer of Human Resources of the organisation recommended for the award of Provision of an Occupational Health Physician contract and sets out the process to be undertaken for awarding the contract.

2 Background information

- 2.1. Leeds City Council has an ongoing requirement for an Occupational Health Physician service to supplement the in-house provision.
- 2.2. The Council undertook a tender exercise for this service in 2014/15 following which the contract was awarded to OH Assist Limited subject to a 4 year long term agreement. The Occupational Health Physician typically works on site one day per week with additional days secured if there is a significant pressure on the service.
- 2.3. A new contract is required for the period of commencing 1st December 2019.
- 2.4. The conclusion of the procurement will enable Leeds City Council to award a contract for the provision of essential OHP support and additional expertise within the Occupational Health Service, that will supplement the team of 'in-house' Occupational Health Nurse Advisors (OHA's).

The OHP is required to:

- Provide clinical input for very complex referral cases.
 - Undertake health surveillance assessments for diagnosing or otherwise some medical conditions such as 'hand arm vibration syndrome'.
 - To process ill health retirement cases both face to face, and/or as a paper assessments.
- 2.5 A competitive procurement exercise has been undertaken to appoint a Contractor to undertake Occupational Health Physician services. A decision was taken to run a further competition under the YPO and London Borough of Islington Council Framework (889), as this Framework is suitable for the Leeds City Council's requirements.
 - 2.6. Three providers were invited to submit a bid under Lot 1 of the YPO Framework. There was only one tender submitted. The evaluation of the tenders was carried out in accordance with the instructions detailed within the Invitation to Tender document that was published as part of the suite of tender documents.
 - 2.7. This report sets out the basis on which the contract is to be awarded.

3 Main consideration and reasons for contract award

- 3.1 The evaluation was carried out on a consensus basis with the evaluation panel reaching an agreed score for each aspect of the evaluation criteria at a meeting following independent review.

- 3.2. The tender was evaluated on the basis of the best overall value, with the price and quality elements split on a 50/50 basis (price/quality).
- 3.3 Scoring was conducted on a 0-10 basis with bidders being required to achieve a minimum score threshold of 50% of the overall quality points available for each question. If bidders did not meet this minimum overall quality threshold they were automatically eliminated from the evaluation process and not considered for the contract.
- 3.4 The quality element of the evaluation considered the criteria and sub-criteria included with the tender instructions that was approved by the Chief Officer for Human Resources’.
- 3.5 The quality evaluation undertaken by officers from:
- 3.5.1. Occupational Health.
- 3.5.2. Human Resources.
- 3.6 No external technical support was provided during the evaluation.
- 3.7 Price was submitted by bidders on a 2 year contract, (plus 2 x 12 month extensions).
- 3.8 Having undertaken the evaluation of the tender submission it was concluded by the evaluation team that **Medigold Health Consultancy Ltd** had been successful in the procurement, having submitted a high quality and compliant bid and should be awarded the contract.
- 3.9 Details regarding the evaluation scores awarded along with the results of the price evaluation is set out in confidential Appendix 1

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 The contract is to be used by the Occupational Health Service only. Consultation took place across the Council during the planning stages for the ‘in-house’ service and is not deemed necessary for further consultation. Support on the procurement process will be provided by Procurement and Commercial services.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 The proposed action has no specific or new implications for equality and diversity, cohesion and integration – although it does, of course, help the council meet its general duties under the Equality Act and to treat people fairly.

4.3 Council policies and best council plan

- 4.3.1 The provision of a physician to supplement the ‘in-house’ Occupational Health Service is allied to the Council values and also the wider Council and City Health

and Wellbeing Strategies as it has the potential to impact on the health and wellbeing of Leeds City Council and as part of this, has a city wide effect.

4.4 Resources and value for money

4.4.1 YPO and Islington have undertaken a full OJEU procurement to create this framework, allowing Leeds City Council to benefit without incurring the costs of progressing a full OJEU procurement.

4.5 Legal implications, access to information, and call-in

4.5.1 In accordance with the Contract Procure Rule 3.1.8 the Delegated Decision to undertake a procurement (including a decision on what is been procured, the procurement route, the programme, the scope and the budget, will be taken at the point that the procurement route is chosen and, subject to any project specific issues, this will normally be the main decision that all subsequent decisions flow from.

4.5.2 The value of this contract is set out in the confidential Appendix 1 and information from this classifies the contract as a Significant Operational Decision that is not subject to call in.

4.6 Risk management

4.6.1 The procurement has been undertaken in line with the regulations set out in the Public Procurement Regulations 2015 and the council's own CPRs.

4.6.2 The procurement was carried out in line with the instructions that were published in the Invitation to Tender documentation.

4.6.3 The evaluation team scored the quality submissions using a consensus scoring approach to reach a final conclusion on scores and records have been created and saved on file electronically. In line with the new procurement process, notes from the evaluation team have been saved, together with justification for any amendments to initial scores.

4.7 Conclusions

4.7.1 The evaluation of the procurement for a Contractor to undertake the provision of an Occupational Health Physician (OHP) has been concluded and this has resulted in **Medigold Health Consultancy Ltd** as being compliant and of a high quality. As such a contract should be awarded to **Medigold Health Consultancy Ltd**.

4.8 Recommendations

4.8.1 The Chief Officer of Human Resources is asked to note the content of this report, and approve the award of the contract for 'The Provision of an Occupational Health Physician (OHP) to Medigold Health Consultancy Ltd for a two year period, commencing on the 9th December 2019.

Background documents¹

1.1. None.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.