**THIS IS NOT A CALL FOR COMPETITION**

**Occupational Health Services**

**PRIOR INFORMATION NOTICE (PIN)**

**PURPOSE AND PROCESS**

Leicestershire County Council is at an early stage in the development of procuring its Occupational Health Services, and prior to formulating any formal procurement opportunity, seeks input from the market as to what might be the most potentially attractive way of packaging and scoping a future procurement opportunity.

The responses to this consultation will be used to input and develop our tender documentation accordingly.

Details of the current model are included in the Background section below. Interested parties can provide responses to all or some of the questions including expressing any views on how the different options could be altered to make bidding more attractive.

If your organisation would like to provide its initial thoughts for inclusion in those considerations these should be received no later than **12:00 noon on 11th July 2022** and should be returned to the Council using the EastMidsTenders electronic tendering system.

Any queries about this document or the process should be referred via the EastMidsTenders system using the discussions section.

This exercise will provide an opportunity for the Council to obtain insight into how potential providers might approach the delivery of the services in question. It also gives useful early insight into the likely level of interest from that market.

Potential bidders will not be prejudiced by any response or failure to respond to the soft market questionnaire. Potential bidders must also note that a response to this notice does not guarantee an invitation to participate in this or any future procurement. Any procurement of the supply and services by the Council will be carried out strictly in accordance with the Public Contracts Regulations 2015.

**BACKGROUND**

Leicestershire County Council, along with several Leicestershire District Council’s will shortly be going out to Tender for their Occupational Health provider.

The contract will include provision for all internally employed local authority staff, as well as traded customers from the schools and academy sector.  There may also be scope for other externally traded customers to utilise the service through the LA’s.

This market questionnaire is to be used to help shape the Tender process and seeks input from the market as to what might be the most potentially attractive way of packaging and scoping a future procurement opportunity.

**REQUEST FOR INFORMATION**

This section contains requests for information in key areas that will help to inform the the future service delivery. This information is requested in order to seek the market’s views on the the services, the capacity of the market to supply these services, and the level of interest in any potential procurement activity.

Only those providers able to supply this type of service should respond to this market testing exercise.

Interested parties can provide responses to all or some of the questions. Please feel free to provide additional information regarding services offered which you think the Council would find useful in relation to this exercise.

Interested Parties should note that any responses received during this exercise will be treated as confidential information and it is the intention of the Council(s) not to share this information with any third parties. However, Please be aware that we are subject to the disclosure requirements of the Freedom of Information Act (FoIA) and that potentially any information we hold is liable to disclosure under that Act. For this reason, we would strongly advise that any information you consider to be confidential is labelled as such. In the event that a request is subsequently made for disclosure under the FoIA that request will be dealt with in accordance with the legislation

**PLEASE COMPLETE THE FOLLOWING SECTIONS**

**Full name, address, and website:**

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Address** |  |
| **Town/city** |  |
| **Postcode** |  |
| **Country** |  |
| **Website** |  |

**Main contact for correspondence about this questionnaire:**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Telephone number** |  |
| **Mobile phone number** |  |
| **email address** |  |

**General Business Activity**

|  |  |
| --- | --- |
| **Please describe your general business?** |  |

**KEY QUESTIONS FOR CONSIDERATION**

**A response to the questions below would be welcomed.**

|  |  |
| --- | --- |
| **1.** | How do you manage appointments?  Can you meet the KPI of confirming an appointment within 2 days of receipt of a referral; with the appointment taking place within 14 days? |
| [insert response] |

|  |  |
| --- | --- |
| **2.** | How do you manage emergency cases, for example terminal illness cases? |
| [insert response] |

|  |  |
| --- | --- |
| **3.** | Do you offer face to face appointments?  Remote over a screen? Telephone appointments?  |
| [insert response] |

|  |  |
| --- | --- |
| **4.** | How do you ensure an employer focused approach?  |
| [insert response] |

|  |  |
| --- | --- |
| **5.** | How do you ensure the quality of the services delivered? What mechanisms do you use for quality control? |
| [insert response] |

|  |  |
| --- | --- |
| **6.** | Social Value requirements commit public services to think about how they can also secure wider social, economic and environmental benefits.How do you think Social Value can be incorporated into the contract? |
| [insert response] |

|  |  |
| --- | --- |
| **7.** | Any other considerations? |
| [insert response] |