

TYNE AND WEAR FIRE AND RESCUE AUTHORITY

MEETING: 23 FEBRUARY 2009

SUBJECT: PROCUREMENT OF A MEDICAL ADVISORY SERVICE

REPORT OF THE CHIEF FIRE OFFICER, FINANCE OFFICER AND CLERK TO THE AUTHORITY

1 INTRODUCTION

1.1 This report sets out for the information of members, the procurement arrangements in respect of a Medical Advisory Service and seeks Authority approval to proceed with the award of a contract.

2 BACKGROUND

- 2.1 The current contract for a Medical Advisory Service expires on the 31st March 2009 and it is proposed to enter into a new contract for a period of 3 years with the option of extending by a further 2 x 12 months. The contract is for the provision of a complete health care service to include health surveillance, medical clinics, the undertaking of various medical examinations such as those required under other legislation (Road Traffic and Drivers Regulations) and the provision of medical advice for all staff.
- 2.2 The contractor is to provide this service to the Occupational Health Unit of the Authority and also to Northumberland Fire and Rescue Service under the Authority's current contract with that body. It is also envisaged that the contractor will be experienced in occupational health allowing the Service to take a pro-active preventative stance in terms of illness and injury.
- 2.3 Should the contract not be awarded at this stage, the provision of medical advice would need to be sourced from other local external providers and it is envisaged that this would attract an increase in overall costs, an increase in time to appointment and thereby increasing the amount of time individuals are not available to fulfil their roles with the subsequent increase in sickness absence.

3 PROCURMENT PROCESS

3.1 The requirement was advertised in the Official Journal of the European Union and TWFRS website and completed tenders were received from the following companies, listed in alphabetical order:-

Dr G Douglas
Well Work

3.3 The values of tenders received in ascending order excluding VAT is set out below:-

£55,000 per annum
£124,800 per annum

- 3.4 Tenders were evaluated using the most economically tender (MEAT) principle and were scored against predetermined evaluation criteria. The criteria used to identify the most economically advantageous tender were as follows:-

Price
Compliance to Specification
Quality of Service – Customer Service
Quality of Service – Continuous Improvement

4 FINANCIAL IMPLICATIONS

- 4.1 The Revenue Budget for 2009/2010, included elsewhere on today's agenda for member approval, provides for the Year 1 costs of this proposal. The Medium Term Financial Strategy includes provision for the ongoing impact into future years.

5 HEALTH AND SAFETY IMPLICATIONS

- 5.1 The contractor will provide a Medical Advisory Service within the Occupational Health Unit and will contribute to the health, safety and well being of all employees.

6 EQUALITY AND FAIRNESS IMPLICATIONS

- 6.1 There are no equality and fairness implications associated with this report.

7 RISK MANAGEMENT IMPLICATIONS

- 7.1 There are no risk management implications associated with this report.

8 RECOMMENDATIONS

- 8.1 The Authority is requested to approve:-
- a) The award of a contract for a Medical Advisory Service to the most economically advantageous tenderer, Dr G Douglas, for a period of 3 years commencing 1 April 2009, with an option to extend by a further 2 x 12 month periods.

BACKGROUND PAPERS