

## Record of operational decision

<b>Decision title:</b>	Contract award to Wye Valley NHS Trust for delivery of Occupational Health Services to Herefordshire Council employees
<b>Date of decision:</b>	28 February 2020
<b>Decision maker:</b>	Assistant Director for People
<b>Authority for delegated decision:</b>	<p>In accordance with the Chief Executive decision dated 19 December 2019 (issue reference I50031743), the Assistant Director for People is authorised to take all operational decisions necessary to award the Occupational Health Services contract for a period of up to five years and a total estimated contract value of £125,000 over that maximum five-year period. The decision notice can be viewed <a href="#">here</a>.</p> <p>In addition, the Council's Contract Procedure Rules give Assistant Directors authority to authorise procurement activity up to £500,000. This contract award falls well within that limit.</p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Formal consultation is not required in respect of this matter. Updates regarding the fact that a procurement exercise was being undertaken have been shared with the Trade Unions at previous Joint Partnership Forum meetings. The Council's recognised Trade Unions will now be informed of the contract award at the next Joint Partnership Forum meeting.
<b>Decision made:</b>	To award the contract for delivery of Occupational Health Services to Herefordshire Council employees to Wye Valley NHS Trust. The contract will take effect from 1 April 2020 and will last for up to five years.
<b>Reasons for decision:</b>	<p>On 19 December 2019, the Chief Executive made the decision that:</p> <ul style="list-style-type: none"> <li>a) A procurement exercise is undertaken to award a contract, for up to five years, to deliver Occupational Health Services on behalf of Herefordshire Council. The total contract value is estimated to be £125,000 over five years; and</li> <li>b) The Assistant Director for People is authorised to take all operational decisions necessary to implement the above.</li> </ul> <p>Following conclusion of the competitive procurement exercise which has been conducted in line with the Council's Contract Procedure Rules, through an Invitation to Tender (ITT) via the council's e-tendering portal, Pro-Contract, the Occupational Health Services contract has been awarded to Wye Valley NHS Trust due to them achieving the highest overall score for quality and cost of service. The contract will take effect from 1 April 2020 and will last for up to five years.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>The total contract value is estimated to be £125,000 over the maximum period of five years.</p> <p>Contract monitoring will be in place throughout the lifetime of the contract</p>

	<p>to provide Herefordshire Council with assurance of delivery in line with the contract and service specification.</p> <p>There are no other associated risks of considerations arising from this decision.</p>
<p><b>Details of any alternative options considered and rejected:</b></p>	<p>The option of not awarding the Occupational Health Services contract to Wye Valley NHS Trust has been considered and rejected for the following reasons:</p> <ul style="list-style-type: none"> <li>• The Council has a requirement for an Occupational Health Services contract to be in place with effect from 1 April 2020 to ensure that there is no gap in service delivery;</li> <li>• A competitive procurement exercise has been undertaken in line with the Council’s Contract Procedure Rules, through an Invitation to Tender (ITT) via the Council’s e-tendering portal, Pro-Contract. Professional, independent advice and support has been provided by the Council’s Procurement Team throughout the exercise;</li> <li>• Whilst a number of bids were received from a range of Occupational Health Services providers, Wye Valley NHS Trust came out with the highest overall score for quality and cost of service; and</li> <li>• There was a clear margin between Wye Valley NHS Trust’s score and that of the next highest scoring bidder.</li> </ul>
<p><b>Details of any declarations of interest made:</b></p>	<p>None.</p>

Signed:

Date: 28 February 2020