

**GWENT POLICE AUTHORITY**  
**Audit & Resources Committee**

**Date:** 17th December 2009

**Item No:** 9f

**Heading:** Contract for the provision of professional medical advice

**Report Author:** Chief Constable

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**SUMMARY**

The purpose of this report is to seek approval for a new contract for the provision of professional medical advice.

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**RECOMMENDATION(S)**

1. It is recommended that the Contract be awarded to Tenderer D for a period of 2 years from 4<sup>th</sup> January 2010 with the option to extend annually, up to a further 3 years. The aggregated annual cost for the service is £80,000, split equally between Gwent Police and Dyfed Powys Police.
2. The contract is awarded under Gwent Police Standing Orders part II item 11.1(b) (most economically advantageous tender received)
3. The contract is awarded to a single supplier.

**BACKGROUND**

- 1.1 In October 2008 Gwent Police let an interim contract for a Professional Medical Advice Service due to the termination of the Professional Medical Advice contract by Vitality Healthcare, who withdrew from the occupational health market.
- 1.2 A full procurement process has been completed under E.U Procurement Directives and in accordance with Gwent Police Authority Standing Orders Part II items 1.2 & 5.1
- 1.3 Gwent Police was the lead force in a collaborative contract with Dyfed-Powys for the provision of professional medical advice.

**PROPOSAL FOR CONSIDERATION BY COMMITTEE/CURRENT POSITION**

- 2.1 The evaluation panel consisted of the Head of HR Gwent Police, Occupational Health and Welfare Manager Gwent Police, T/Contracts Officer Gwent Police and HR Policy Manager Dyfed-Powys.

- 2.2 Following the evaluation of nine pre qualification questionnaires, four companies were invited to tender.
- 2.3 Tenders were evaluated on the basis of the most economically advantageous tender (M.E.A.T) Prior to the opening of the tenders, the evaluation panel established criteria against which to evaluate. Weightings were added against each section of the evaluation criteria, with weightings totalling 100 in all. The Rates & Charges was weighted at 40%, whilst the weighting for the specification plus questionnaire totalled to 60%. The tenders were then evaluated and scored against the set criteria.

	<b>Weight %</b>	<b>Tenderer A</b>	<b>B</b>	<b>C</b>	<b>D</b>
Rates & Charges	40	10.45	22.31	21.50	25.74
Specification	60	46.74	45.09	43.58	49.26
<b>Total</b>	<b>100</b>	<b>68.24</b>	<b>67.40</b>	<b>54.03</b>	<b>75.00</b>
Evaluation model charges (£)		1,290.00	910.00	936.00	800.00

The submission by Tenderer D represented the lowest cost option in addition to obtaining the highest score in the qualitative section.

### **STAFFING/PERSONNEL IMPLICATIONS**

3. None.

### **FINANCIAL IMPLICATIONS**

4. Expenditure on provision of professional medical advice is included within the existing revenue budgetary provision.

### **CONSULTATION**

5. Consultation took place between the Occupational Health Department, Human Resources Department and Dyfed-Powys Police, all of whom were involved in and agreed the specification and tender evaluation process.

### **PROJECT ASSESSMENT FOR EQUALITY AND DIVERSITY MATTERS**

6. This project/proposal has been considered against the general duty to promote equality, as stipulated under the Police Force's Equality Schemes, and has been assessed not to discriminate against any particular group.

## **RISK ASSESSMENT**

7. The health and welfare of police officers and police staff employees may be at risk without this medical advice.

## **STAYING AHEAD (2011 REVIEW)**

8. This report is made on the assumption that professional medical advice still be a requirement in the foreseeable future.

## **CONCLUSION**

9. That the contract be awarded to tenderer D.

## **CONTACT OFFICER**

10. Arhlene Maynard – T/Contracts Officer.

## **BACKGROUND PAPERS**

11. None.

## **APPENDICES**

12. None.