

10.3 Health Monitoring Services

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Section under the Act	The grounds on which part of the Council or Committee may be closed to the public are listed in s48(1)(a)(i) of the <i>Local Government Official Information and Meetings Act 1987</i> .
Sub-clause and Reason:	s7(2)(h) and s7(2)(i) - The withholding of the information is necessary to enable any local authority holding the information to carry out, without prejudice or disadvantage, commercial activities and The withholding of the information is necessary to enable the Council to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)
Plain English Reason:	To enable Council to carry out commercial activities and To enable Council to carry out commercial or industrial negotiations.

Recommendation

1. That the tender submitted by Timaru Occupational Health Services for the provision of Health Monitoring Services under Contract 2664 be accepted.
2. That any additional unforeseen activities or additional work related to the Scope of Work be managed as required
3. That the successful tender and awarded amount be released to the public.

Purpose of Report

- 1 To seek committee approval to accept a tender and award a contract for the provision of Health Monitoring Services.

Assessment of Significance

- 2 This matter is deemed of medium to high significance and engagement, being a key foundation in ensuring the health and safety of Council Officers and to assist in the assessment and development of risk mitigating strategies for those Council Officers exposed to or working in hazardous environments.

Background

- 3 The Health and Safety at Work Regulations 2016 – Section 31 dictates the following:
*“A PCBU must ensure that health monitoring is provided to a worker who works for the PCBU if –
 The worker is carrying out ongoing work involving a substance hazardous to health that is specified in a safe work instrument as requiring health monitoring; and*

There is a serious risk to the worker's health because of exposure to the substance hazardous to health".

Following the development of the TDC Health and Safety Manual integrating the Health and Safety at Work Regulations 2016 the Health and Safety Manager determined there was a requirement to instigate health monitoring for Council Officers to ensure compliance with legislative requirements.

Discussion

- 4 Representatives of the Engagement & Culture Business Unit met with the Procurement Lead to determine a methodology for market investigation of health monitoring services.
- 5 Research was conducted on potential providers in the greater Canterbury region resulting in the following organisations being identified:
 - 5.1 Precise Limited
 - 5.2 Timaru Occupational Health Services (TOHS)
 - 5.3 Ashburton Workplace Health
 - 5.4 Habit Health
 - 5.5 Leading Edge
 - 5.6 Oh Well
 - 5.7 Proactive Timaru
 - 5.8 Vitality Health
 - 5.9 MedPro
 - 5.10 Health Tick
 - 5.11 Awanui Group
- 6 A Registration of Interest (ROI) was compiled and issued via the Government Electronic Tendering Service (GETS) on Tuesday 19 March 2024 with a close date indicated as Wednesday 3 April 2024
- 7 Of the seven registrations received only four indicated their ability to provide 100% of the scope of services. These organisations were:
 - 7.1 Timaru Occupational Health Services (TOHS)
 - 7.2 Habit Health
 - 7.3 MedPro
 - 7.4 Vitality Health
- 8 The review team met to discuss the results and determined that an offer be made to all four organisations to present their proposals in detail.
- 9 Following these presentations the TDC stakeholders determined that although Medpro and Vitality Health are able to provide all the services required they do not currently have a presence in Timaru and would look to provide health monitoring services from central locations (Vitality Health from Christchurch and Medpro from Dunedin). As Health Monitoring services are inherently provided on an "as required" basis the review team determined that there was a primary requirement for potential providers to have established resources

present in the Timaru District and agreed that an RFP be issued to the two local organisations (Habit Health and Timaru Occupational Health Services).

- 10 A Tender Evaluation Team was then established and a Request for Tender (RFT Ref# 2664) was issued to market on Friday 17 May 2024 and closed on Friday 7 June 2024.
- 11 The RFT incorporated both Non-Price and Price attribute scoring as follows:

Criteria	Weighting
Relevant Experience / Track Record	30%
Capacity of the Supplier to deliver	15%
Methodology	15%
Pricing	40%
Total	100%

- 12 Two proposals were received, Habit Health & Timaru Occupational Health Services both of Timaru.
- 13 A thorough evaluation process was followed with evaluators confirming that bids conformed to the requirements of the Request for Tender before conducting a weighted non-attribute evaluation against each section of the Non-Price Attributes. Each was scored out of 100% for conformity and information.
- 14 The tendered prices were evaluated and analysed to produce an hourly service rate as a comparison.
- 15 As noted, two Tenders were received as follows:

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

- 16 Following the non-attribute scoring, the evaluators then discussed the prices for consistency and thoroughness of pricing to scope.
- 17 The tender evaluation team consisted of three Timaru Council officers acting as Evaluators. The Acting Group Manager for Engagement & Culture acted as the reviewer for the tender evaluation. The Procurement Lead chaired the TET and coordinated the procurement activities to ensure a secure and fair process.
- 18 The tenders were assessed using the Weighted Attributes model as specified in the tender document. The tender evaluation report was prepared by the Tender Evaluation Chair and ratified by the Tender Evaluation team and is attached (Attachment 1) for information.
- 19 Attribute Rating– Non-Price and Price Scores

Non-Price weighted Attribute	Weighting %	Habit Health	TOHS
Relevant Experience	30%	19%	24%

Capacity of the Supplier to Deliver	15%	10.5%	11.3%
Methodology	15%	11.8%	9.8%
TOTAL NON-PRICE WEIGHTING ATTRIBUTE SCORE	60%	41.3%	45%
Price Attribute	40%	24%	32%
TOTAL WEIGHTING ATTRIBUTE SCORE	100%	65.3%	77%

- 20 Following the weighted attribute evaluation and agreed scoring of the non-price attributes, followed by the price scoring, the preferred tenderer was confirmed by the Tender Evaluation Team as Timaru Occupational Health Services.

Options and Preferred Option

- 21 Option 1 (preferred option) – To accept the tender from Timaru Occupational Health Services and award a Contract for the provision of Health Monitoring Services to Timaru Occupational Health Services for the period beginning 1 August 2024 to 30 June 2027.
- 22 Option 2 – To decline the tender and commence a new tender process.

Attachments

1. **RFT 2664 - Tender Evaluation and Recommendation Report**