**Market Engagement Questions – Drugs and Alcohol**

**Brief Introduction to the Project**

Birmingham City Council is interested in assessing the market to establish the viability of developing a potentially long-term strategic supplier for delivery of Drug and Alcohol testing within a number of areas of the Council’s service delivery, primarily, but not limited to safety critical roles.

This will require a provider to co-design the services with BCC, People Services team and key partners – those involved in larger scale safety critical roles under the councils remit.

The scope of the services should, as a minimum include:

* Pre-employment testing
* For Cause
* Random testing with an associated cycle and percentage cohort proposed

As the first stage of this consultation process, we invite suppliers to respond to the following quotation questionnaire.

**Procurement Approach**

The Authority will be running a quotation exercise.

Compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR) is a mandatory requirement that will form part of the conditions of this contract

**Drugs and Alcohol – tentatively proposed**

* ITT January / February 2025
* Return of Tenders March 2025
* Evaluation and Moderation April 2025
* Internal Approval Process and award of contract April 2025
* Contract Mobilisation June 2025

**Important note**

This document forms part of research around future commissioning options for a soft market assessment and is not part of any procurement process.

It is purely investigatory in nature, although it may be used to assist the Council in defining both how viable it is as a proposition and a potential preferred procurement route to advance this programme. Providing a response will not preclude your participation in any future procurement exercise.

There is no guarantee that a tender will follow based on this document. With this in mind, at this stage we are not looking for the following:

* Solutions to any requirements;
* Formal presented proposals which could be constituted as an offer;
* Suppliers releasing or offering Intellectual Property Rights related information or documents;
* Evaluation of supplier competencies or capabilities;
* Short listing, selecting proposals or contracting on the back of this process.

**How to Respond**

This document has been prepared in order to support a conversation between the Council and the providers of Drugs and Alcohol Testing with critical issues that will influence the proposed procurements outlined by the provider. Any information provided will be kept confidential to the Council and its advisory team. Any responses will not form any part of the evaluation of any contractor’s subsequent tender submission(s).

Whilst we are seeking feedback on all the issues covered in this note it is not a requirement that all sections are completed by all respondents. What is more important is that your response provides enough detail to the issues raised. The Council is seeking market feedback and does not commit to embarking on one or more procurement exercises on any specific basis.

BCC will be using its e-tendering system (in-tend) for the administration of this soft market engagement and providers must register with the system to be able to express an interest. The web address is: <https://in-tendhost.co.uk/birminghamcc>

Registration and use of In-Tend is free. All correspondence for this procurement process must be via the In-tend correspondence function. If you are unable to register with In-tend please email [cps@birmingham.gov.uk](mailto:cps@birmingham.gov.uk).

If you are interested in responding, please click on the following link to access Birmingham City Council’s Portal: <https://in-tendhost.co.uk/birminghamcc/> and submit your details to register as an interested party. We will send you a log on and password so you can download the soft market engagement documentation. Requests to participate must be by way of response to the soft market engagement document no later than 12:00 hours (GMT) on 16 December 2024 using the Supplier Portal. **Please note that your response may be uploaded before the closing date and BCC will begin to review responses as they come in.**

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| **Company Name** |
| **Contact Details** |
| **Question 1:** Is your organisation able to provide the service being sought and if so, is this direct or via subcontractors (please provide details if indirect): |
| **Answer:** |
| **Question 2:** When operating within this sector, is work distributed to 3rd parties under your name? If so, how does this process work and how do you maintain quality. |
| **Answer:** |
| **Question 3:** For Pre-employment testing, For Cause and Random testing with an associated cycle and percentage cohort proposed, can you describe how you would expect these to be set out in the specification, and what considerations should be made? |
| **Answer:** |
| **Question 4:** We understand from market engagement that the specification needs to provide some specific outputs and parameters on which bidders may be evaluated. Please provide examples of the type of instructions you would like to see set out. |
| **Answer:** |
| **Question 5:** Please provide a realistic capital budget range for these kinds of services. Please explain your answer and provide itemised costs so that the Council may be able to decide to engage with services in part, should this be considered the most cost effective approach. |
| **Answer:** |
| **Question 6:** Please describe your expected process from first communication, with timelines included. |
| **Answer:** |
| **Question 7:** Please provide any information in relation to your expectations from Birmingham City Council in relation to this opportunity and any competencies and expectations placed upon those involved in the delivery of the service (in addition how these may be achieve). |
| **Answer:** |
| **Question 8:** Are there any considerations which Birmingham City Council should take into consideration with respect to using any one of these services on an add hoc basis? |
| **Answer:** |
| **Question 9:** BCC operates in both unionised and regulated environments - to what extent would you deem these factors to be relevant in composing a tender response. |
| **Answer:** |
| **Question 10:** Please set out any further questions or comments that you may have for Birmingham City Council ahead of any consideration to award. |
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