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## Preliminary Market Research – Questionnaire for Medical services providers

### Introduction

European Chemicals Agency, ECHA, is inviting you to reply to this questionnaire by **19/05/2020 by 18.00 Helsinki time (EET)**, via e-mail addressed to the functional mailbox [procurement@echa.europa.eu](mailto:procurement@echa.europa.eu).

This questionnaire is meant for market consultation conducted by the Agency prior to launching procurement around services and expertise your company may offer related to different medical services in. The market consultation is part of the preparation of a call for tenders for a new Framework Contract for medical services to be provided to the European Chemicals Agency (ECHA) and the European Commission Representation in Finland.

**Important:** Before answering the questions, please read carefully the background information provided below.

ECHA will preserve the confidentiality of the information provided in response to this questionnaire. Your data will be processed in accordance with [ECHA's privacy rules](#).

## 1. General Information

- The information included in this questionnaire is only indicative; it is meant to give context for the respondents to provide their answers, but does not commit or bind ECHA, i.e. with regard to any procurement launched by the Agency in the future.
- The responses do not bind the respondents in any way. The information to be collected through this questionnaire will not be considered by ECHA in the evaluation of tenders submitted during an eventual procurement procedure launched by the Agency.
- The identity of the companies that will respond to this questionnaire will not be disclosed to any third party except the European Court of Auditors, the European Anti-Fraud Office or, for the processing of personal data, the European Data Protection Supervisor if requested for the performance of audits and checks.
- The responses to be provided in the free text fields of this questionnaire should be clear and standalone, i.e. without web links to documents or websites.
- No further interviews are planned to take place with the respondents. Therefore we kindly invite you to provide as many information as you feel is relevant for ECHA to assess best the market situation.

## 2. Background Information

ECHA and European Commission Representation in Finland are responsible for organising the preventive health care of their employees, which consists of an annual medical examination. They also organise pre-employment medical examinations for potential new staff members.

A new framework contract should be established before the end of 2021 in order to ensure the continuation of the medical service provision and will most likely last up to 4 years.

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There are currently about 600 people working in ECHA and 23 in the European Commission Representation in Finland. It is estimated that at ECHA some 130 recruitments will take place in 2021-2025. The total number of staff is expected to remain the same and those recruitments are due to normal turnover of staff.

Comprehensive preventive medical services play an important role in ensuring the wellbeing and aptitude for work of the staff. The main objective of the future would be to provide these services that may, alongside the mandatory pre-employment and annual medical examinations also include a variety of other medical services from influenza vaccinations and ergonomic check-ups to wellbeing presentations.

The aims of this market survey are to:

- Ensure that the call for tenders is sufficiently attractive to the market players
- More specifically help ECHA in
  - assessing if the call for tenders should be organised in lots or not
  - ensuring the requirements are in line with the availability of offerings on the market

### 3. Questions

1. The call for tenders is expected to include the following services:

- Pre-employment medical examinations (see exhaustive list in Annex);
- Annual medical examinations (see exhaustive list in Annex);
- In-house medical advisor services;
  - a. Checking the results of the pre-employment medical and annual medical examinations and assessing the aptitude or non-aptitude for work;
  - b. Management and processing of documents related to sickness absences;
  - c. Assessment of a staff member to spend sick leave abroad;
  - d. Assessment of a staff member's family illness to justify special leave;
  - e. Assessment of double child allowance applications for staff members;
  - f. Wellbeing and health and safety;
  - g. The review of invalidity cases;
  - h. Return to work discussions;
  - i. Advice to staff and line managers on questions related to occupational health and safety;
  - j. First Aid and emergency support during days in the office, if applicable.
- In-house medical secretary services;
  - a. Management of staff's medical records;
  - b. Booking of pre-medical examinations;
- Ergonomic checks at workstations;
- Influenza vaccination for staff members and family members;
- Wellbeing presentations and trainings;
- Organise and participate in the quarterly meetings with ECHA HR and management and to annual meetings with the Representation.

Is there any services that you would not be able to submit an offer for/interested in submitting an offer for? If so, please clarify the reasons.

2. Is the requirement to have both male and female occupational health practitioner a limitation to the submission of your offer?
3. It is expected that the certificate of fitness for work is delivered by the medical

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advisor and not by the health practitioner receiving the staff. The medical advisor has therefore access to both ECHA's internal systems and to the results of the laboratory tests and examination results. Are you interested to submit an offer under such a scheme? If not, could you clarify the reasons?

4. Other feedback/remarks:

**ANNEX - LIST OF LABORATORY TESTS AND EXAMINATIONS****A. Pre-employment medical examination - tests and exams to be concluded**

1. Anamnesis
2. Clinical examination
3. Anthropometry
4. Blood pressure and pulse
5. Hearing
6. Lung function
7. Laboratory tests
  - a. Urine analysis
  - b. Blood: Sedimentation rate, CRP, Hematology (Complete blood count), Potassium (K), Urea, Uric acid, Creatinine + GFR (MDRD), Glycaemia (if Gluc high + HBA1), Cholesterol (total), Triglycerides, HDL/LDL, GGT (gamma-glutamyl transpeptidase), ALAT (serum glutamic pyruvic transaminase), ASAT (serum glutamic oxalo-acetic acid transaminase), HAV IgM, HAV IgG/total, HbsAg, anti-HBs, anti-HBc, anti-HCV, Ferritin, PSA man >45 years, Syphilis screening (if positive + TPHA), TSH (if abnormal + FT4 and FT3), Rubella IgM + IgG (women), Serum Proteins + Electrophoresis (> 45 years)
8. Further tests and exams
  - a. Vision test – exhaustive ophthalmology exam carried out by an ophthalmologist
  - b. Chest x-rays
  - c. Resting electrocardiogram

**B. Annual medical examination – tests and exams to be concluded****1. Clinical examination**

Clinical Analyses

**2. Blood**

CRP

Full blood count with platelets

HbA1c

Uric acid, Potassium

Cholesterol Total / LDL / HDL Triglycerides

ALAT

γGT – SGPT – SGOT

TSH FT4

P-

**3. Faeces**

Occult blood test (age &gt; 45)

**4. Ophthalmologic examination**

(Refraction measurement, intraocular pressure, eye ground).

Every 2 years as of 45

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**5. Women every 2 years**

Clinical examination

PAP smear test

Pelvic ultrasound

Mammography as of 45, if medically indicated

Breast ultrasound as of 45, if medically indicated

**6. Mens' s health as of 45 years onwards**

PSA > 45 years

Examination and ultrasound by an urologist every 2 years as of 45 years