

# Chartered Institute of Environmental Health



## INVITATION TO TENDER

<b>Tender Name</b>	<b>VALUE OF ENVIRONMENTAL HEALTH</b>
<b>Tender Reference</b>	<b>ITT10</b>

### 1. About CIEH

<b>Our Purpose</b>	To promote all aspects of environmental health for public benefit
<b>Our Vision</b>	Safer, cleaner and healthier environments for the benefit of all
<b>Our Values</b>	<p>Inclusivity - We treat everyone with respect. We welcome difference and hold ourselves and others to account for encouraging diversity of thought and action.</p> <p>Professionalism - We act ethically to deliver on our promises. We expect and support practitioners to consistently apply the skills and behaviours that engender public trust.</p> <p>Partnership - We actively seek ways of working with others who share our values to achieve our purpose.</p>

We are committed to fulfilling our vision and ensuring our values are central to all that we do.

With this in mind, we are asking potential suppliers to provide details of how you will ensure the work is relevant and aligned with the strategic, operational, and value-driven needs of CIEH.

Environmentally friendly and sustainable procurement is extremely important to CIEH's core beliefs and principles. Invitations to tender request that potential providers demonstrate their commitment to environmentally friendly processes.

## 2. Introduction

### Information on the purpose, key elements and key outputs

The purpose of this work is to reframe the narrative. The current narrative centres around a workforce that is experiencing shortages and demands for funding and often this workforce is excluded or included as a footnote in wider system development. The new narrative should focus on the value, including the added value, of Environmental Health and the Environmental Health workforce to human health, the economy, the NHS, society and the environment.

The aim is to promote the development of evidenced based policy to engage in more discussion, including lobbying, that ultimately influence key decision makers at local, regional and national level as well as policies that increase understanding of the value and therefore increase support for the profession and the environmental health workforce. There is other work being planned to consider solutions to the workforce issues experienced. This work will support stakeholder engagement in a different type of discussion to that experienced previously. This work can also support demonstrating the value of a career in Environmental Health.

The scope of work is Environmental Health, specifically the Unsung Workforce of Health Protection, Health Improvement and Health Promotion.

Audiences include;

Local, (sub) regional and central government decision makers; including Employers, Civil Servants, Elected Members, Members of Parliament/Assembly

Press and media

Potential recruits into the EH workforce and CIEH

CIEH is looking for a consultant to work with us to develop and deliver a report that demonstrates the value of the Environmental Health workforce in England and Wales and Northern Ireland.

The consultant will work with us to finalise the structure of the report, identify, analyse, and compile relevant available data and write the report. If the consultant is able to undertake the final report design and production CIEH welcomes bids for that element also. The report and any IP will be owned by CIEH.

Each tender (Tender) submitted by each supplier who responds to this ITT (Tenderer) should be detailed enough to allow CIEH to make an informed selection of the most appropriate solution. This ITT contains information about the procurement process and the services referred to in this ITT (Services).

Subject to the terms of this ITT, CIEH proposes to enter into a contract (Contract) with the successful Tenderer (Service Provider).

CIEH is looking for this work to be concluded within 4 months.

<b>The timetable for this process is as follows:</b>	
Invitations to tender issued	18 October
Tender responses to be received by (Deadline)	8 November
Clarification and Evaluation period	To 22 November subject to availability
Decision announced by	25 November subject to process
Contract start date	As soon as possible.

### 3. Specification or Scope of Works

<b>Specification or scope of works sufficient for a supplier to provide a quotation</b>
<p>Develop and deliver a report that demonstrates the value of the Environmental Health workforce in England and Wales and Northern Ireland. The scope of work is Environmental Health, specifically the Unsung Workforce of Health Protection, Health Improvement and Health Promotion.</p>
<p><b>Data sources</b></p> <p>This work will draw on existing robust published data only, preferably from central government departments and agencies, local authorities and reputable research bodies. Challenges and further research potential can be noted and reported as part of the work. Access to members can be provided to aid this work.</p>
<p><b>Appendix 1</b></p> <p>Example of suggested content for each of the subsets of EH</p> <p>Food safety</p> <p>Possible quote: Foodborne pathogens cause approximately 2.4 million cases of disease in the UK population and impose an annual cost to society equivalent to £9.1 billion every year. (FSA, accessed 2024)</p> <p>More detail if possible, for example, including number of people that become ill from contaminated food, number of people hospitalised, z number of people that die.</p> <p>Economic impact; cost to the economy of sick days caused by food related illnesses is £A NHS impact; cost to the NHS caused by food related hospitalisations is £B Societal impact; for example, number of school days lost due to food related illnesses Environmental impact: for example, cost of food waste due to contaminated food is £C</p> <p>Example of possible quote from FSA Across England, Wales and Northern Ireland the percentage of establishments that are found on inspection to be broadly compliant or better with food hygiene law has increased from 89% in FYE 2015 to 90.4% in FYE 2020.’ (FSA, accessed 2024)</p> <p>Impact of ‘scores on the doors’ making Local Authority role clear (some people think it’s done by FSA, not LA’s)</p> <p>The role of EHP in food safety to be clearly articulated</p> <p>Statistics</p> <p>Number of registered food premises in the UK – number of different types, for example services, manufacture, retail, growth in dark kitchens Number of visits by LA staff in the year Number of enforcement notices/advice letters/cautions per year</p>

If National data is not available quote an individual LA, for example 'Kensington and Chelsea Borough made xxx inspections in 2023

If there is any information available to support the value of EH to the economy

Possible quote 'Food and drink manufacture employs 456,000 people across the UK.

Food exports make an important contribution to the economy totalling £25billion (FDF accessed 2024)

#### Case Study

For example, specific case of an EH team that has demonstrably improved food safety through their innovative or intensive work.

### **Appendix 2**

Subsets of EH that could be covered in the report include (illustrative only and would be confirmed as part of this work):

Food Safety

Health protection and reduction of communicable disease/non- communicable disease (more in the former, for example, legionella, flooding, contamination, etc)

Housing Health and Safety

Health and Safety at Work

Noise and Nuisance Control

Planning

Pollution Control. Ie. Air and Water Quality

Other Public Health

Pest Control

Licensing

## 4. Outputs and Performance Requirements

**The key outputs & performance requirements are;**

### **Executive Summary**

- Succinct statement on what environmental health is and the services that EHP's provide in various sectors (public, private, military) across the three countries, and the size of the profession.
- Succinct statement on the USP of EHP's – make reference to specifying legal powers that are exclusive to EHPs here?
- Headline summary of the impact of EH on human health and comfort, the economy, the NHS (reducing the burden), society and the environment, for example including WHO statement that 25% of disease is caused by environmental health factors.
- Headline summary of activities of EHP's (where they are the sole or dominant lead?)
- Headline summary of added value to other areas?

### **Main Report**

This report will provide by each area/subset of EH a summary of;

- Scale of the issue
- Impact on health etc.
- Role of EH
- Case study/ies to showcase how EH is meeting the challenge

This report will also include analysis to demonstrate the USP of EHP's. For example, the breadth of their role and the level of contact they have with local businesses and how they can advise on so many elements for a business.

**Appendix 1** shows an example of how this might work

**Appendix 2** suggests potential titles of sub-sets of EH

**5. Structure of Proposals**

(Add/Delete items as required)

Name of the company making the bid & company number	
Registered Address	
Details of ability to meet the requirements of the tender	
Details of skills and experience of those working on the project	
Total Price	
Details of any other value for money options appropriate to this tender	
Other information relevant to tender proposal	

## 6. Evaluation Criteria

<b>The proposals will be evaluated by an evaluation panel made up of key stakeholders in CIEH.</b>	
Evaluation Criteria	% Weighting
1. Research Ability	20%
2. Copywriting Ability	20%
3. Awareness of the full scope of Environmental Health Activities	20%
4. Approach to the work	20%
5. Price	20%

## 7. Executive Summary

Each Tenderer must also provide an executive summary of its Tender which includes the following:

- an outline of the way in which the CIEH's requirements are to be met by its proposal
- a summary of all the services offered by the Tenderer in response to the ITT
- an overview of the implementation and operation of the Services
- a description of the Tenderer's overall structure including details of the financial standing of the Tenderer
- key qualifications, including track record and experience in delivery of similar services
- a summary of the key methods and techniques to be used including any innovative approaches
- the overall management approach in relation to implementation and service delivery
- the Tenderer's approach to, and plans for, transition, implementation and exit and exit management
- an overview of the Tenderer's overall costs and proposals in relation to pricing, and
- a clear statement of its commitment to meet CIEH's requirements and the pricing, payment and performance model.
- A clear statement of how Tenderer will ensure the work is relevant and aligned with the strategic, operational, and value-driven needs of CIEH and demonstrate commitment to environmentally friendly processes.



## **8. Submitting a Proposal**

The deadline for receipt of submissions is 8 November. It is the responsibility of the bidder to ensure that the proposal has arrived by the deadline stated.

Any Tender received after the Deadline shall not be opened or considered. CIEH may, however, in its own absolute discretion extend the Deadline, and in these circumstances CIEH will notify all Tenderers of any such change.

The Tender must be clear, concise and complete. CIEH reserves the right to mark a Tenderer down or exclude it from the procurement if its Tender contains any ambiguities or lacks clarity. Tenderers should submit only information that is necessary to respond effectively to this ITT. Unless specifically requested, extraneous presentation materials are not necessary or desired. Tenders will be evaluated on the basis of information submitted by the Deadline.

CIEH will only accept an electronic copy of the proposal. This should be received in PDF format by the deadline. Electronic Tender proposals should be emailed to [j.webber@cieh.org](mailto:j.webber@cieh.org) quoting the tender reference in the subject.

An acknowledgement of receipt of your bid will be sent to you. If you do not receive such an email it is the bidder's responsibility to contact CIEH to ensure that the bid has been received.

## **9. Award of Contract**

It is anticipated that bidders will be notified of the outcome of this tender exercise on 25 November.

The contract will commence as soon as possible.

The contract is expected to be approximately 4 months.

## **10. Further Information**

For enquiries regarding this work or the tender process, please contact [f.mccloskey@cieh.org](mailto:f.mccloskey@cieh.org)

## **Disclaimers and Legal Issues**

This ITT and any of the information presented in it does not constitute an offer or invitation on the part of CIEH to enter into the Contract or any other contractual arrangements relating to the services described in this ITT (Services).

The information in this ITT, which does not purport to be comprehensive, has been provided by CIEH and has not been independently verified. While this ITT has been prepared in good faith, no representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability is or will be accepted by CIEH or by its officers, employees or agents in relation to the adequacy, accuracy, completeness or reasonableness of this ITT, or of any other information (whether written or oral), notice or document supplied or otherwise made available to the Tenderers or their advisers in connection with the Services and the Contract.

All and any such responsibility and liability are expressly disclaimed. The recipient acknowledges and agrees that no person has, nor is held out as having, any authority to give any statement, warranty, representation, assurance or undertaking on behalf of CIEH in connection with the Contract.

No information set out or referred to in this ITT shall form the basis of any contract. Any prospective Service Provider shall be required to enter into the Contract, acknowledging that it has not relied on to enter into such an agreement by, any representation, warranty, assurance or undertaking save as expressly set out in that agreement.

This ITT does not exclude any liability for, or remedy in respect of, fraudulent misrepresentation.

This ITT should not be regarded as an investment recommendation made by CIEH or its appointed advisors. All suppliers are recommended to seek their own financial and legal advice.

CIEH will not in any circumstances be liable for any Tender costs, expenditure, work or effort incurred by a Tenderer in carrying out enquiries in relation to, proceeding with, or participating in, this procurement, including if the procurement process is terminated or amended by CIEH.

All intellectual property rights in this ITT and all materials provided by CIEH or its professional advisors in connection with this ITT are and shall remain the property of CIEH and/or its professional advisors.

The Tenderer and CIEH shall, at their own expense, ensure that they comply with the requirements of all legislation and regulatory requirements in force from time to time in relation to the use of personal data that is disclosed in, or pursuant to this ITT. "Personal

data" is as defined in the General Data Protection Regulation ((EU) 2016/679) (GDPR) and the privacy of electronic communications, including (i) the Data Protection Act 2018 and any successor UK legislation, as well as (ii) the GDPR and any other directly applicable European Union regulation relating to data protection and privacy (for so long as and to the extent that the law of the European Union has legal effect in the UK.

CIEH reserves the right to:

- verify information that applicants provide in the Tender and disqualify an application if an error, omission, or mistake is discovered. This applies, no matter what stage has been reached in the tender process
- waive or change the requirements of this ITT from time to time without prior (or any) notice being given by CIEH
- seek clarification or documents in respect of a Tenderer's submission
- disqualify any Tenderer that does not submit a compliant Tender in accordance with the instructions in this ITT
- disqualify any Tenderer or terminate any Contract where there is serious misrepresentation in relation to its Tender, expression of interest or the tender process
- exclude any Tenderers from the tender process who have been found to be in breach of intellectual property rights and data protection obligations and may pursue any remedy or take any other action for breach as it considers appropriate
- withdraw this ITT at any time, or to re-invite Tenders on the same or any alternative basis
- choose not to award any Contract as a result of the current procurement process,
- make whatever changes it sees fit to the Timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.
- Any action CIEH may take (including but not limited to the above) shall be done without incurring any liability to the affected Tenderers.