

# Chartered Institute of Environmental Health



## INVITATION TO TENDER

<b>Tender Name</b>	<b>GOVERNANCE ADVISOR OF CIEH</b>
<b>Tender Reference</b>	<b>2024-GOV</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 purchase, key elements and key outputs

The purpose of this invitation to tender (ITT) is for governance advisor services.

CIEH is a professional membership body with over 7,500 members working across public, private and military sectors. CIEH is a charity incorporated by Royal Charter. There is one subsidiary and another related entity; the Welfare Fund.

CIEH is Seeking to encourage a culture of governance that promotes openness, transparency, integrity, values diversity, is compliant, accountable and responsive.

- Advise CIEH's Board and Committees as well as the Boards of its subsidiary and related entities in line with the governance framework and statutory and regulatory requirements. The advisor is the gate keeper of the CIEH's constitution, its rules and regulations, ensuring that these support the CIEH's vision as well as ensuring good governance practice
- The Governance Advisor is responsible for providing a high quality, professional governance service to CIEH's Board, Committees and related company Boards as well as supporting successful AGMs and elections. The Governance Advisor will work with CIEH staff and governance post holders across the full range of governance activities, and lead on identifying and delivering opportunities to improve the effectiveness and efficiency of our governance.
- Support the Executive Director of Professional Standards in fitness to practice cases, providing support on interpretation of the rules and other policy and practical matters up to the point of the listing of a case for hearing
- Act as hearing co-ordinator to fitness to practice panels offering advice about rules and CEO guidance, providing independent assistance to unrepresented members present at a hearing and producing draft determinations for agreement by the panel.

The governance advisor will be

- a high-performing governance professional with a proven track record of providing high-quality governance advice and support to a range of Boards and Committees. They will be qualified by experience or either fully or part qualified through the Chartered Governance Institute.
- able to quickly build effective relationships to work confidently with, and provide trusted and reliable advice and support to, key stakeholders including Board, Committee, Members and the Executive Management Team. You will have strong communication skills with a 'can do' attitude and appetite for solving problems. You will be able to work to tight deadlines, deal with the unexpected and have excellent attention to detail. You will keep up to date with governance developments and be proactive in proposing changes to the CIEH's procedures and working arrangements to ensure compliance and best practice.

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). The Contract will be for a period of 3 years.

<b>The anticipated timetable for this process is as follows:</b>	
Invitations to tender issued	9 September 2024
Return of expression of interest form	23 September 2024
Acknowledgement by CIEH of receipt of the expression of interest forms	27 September 2024
Tender responses to be received by (Deadline)	7 October 2024 12pm
Evaluation period, including interviews	October 2024 Panel interviews currently diarised for 16 and 17 October in London but this is subject to change and bidders will be advised.
Decision announced by	1 November 2024
Contract start date	11 November 2024 for handover with role commencing 1 January 2025

Some times may change depending on circumstances. All applicants will be advised of any amendments.

### **3. Specification or Scope of Works**

<b>Specification or scope of works sufficient for a supplier to provide a quotation</b>
A detailed scope of works is attached in Appendix 1.

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**4. Outputs and Performance Requirements**

<b>The key outputs &amp; performance requirements are;</b>
<p>Please see the detailed scope of works attached in Appendix 1.</p> <p>CIEH Board (and related companies) meet at least 4 times per year. in recent years this has been at a higher frequency and sometimes monthly.</p> <p>Elections happen once per year. Board and other governance role appointments happen throughout the year.</p> <p>The AGM is once per year. in 2023 there were two special general meetings that required support and attendance.</p> <p>Fitness to Practice hearings occur as issues arise. In 2023 there were 4 hearings.</p> <p>Ad hoc meetings occur in support of the Chair, CEO and other governance post holders. They happen as issues arise and can be at short notice. In 2023 there were approximately 50 ad hoc meetings.</p>

**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. Please highlight skills and experience against each item in Appendix 1.	

Please state availability to attend meetings, hearings, support elections and appointments processes, provide ad hoc advice	
Total Charges per annum	
Details of any other value for money options appropriate to this tender, including use of pro bono offers of support	
Other information relevant to tender proposal	

## 5. Evaluation Criteria

<b>The proposals will be evaluated by an evaluation panel made up of key stakeholders in CIEH.</b>	
Evaluation Criteria	% Weighting
1. Skills and experience; governance, membership organisations,	40%
2. Skills and experience; fitness to practice	15%
3. availability	15%
4.knowledge of sectors relevant to CIEH; charity, royal charter, public	15%
5. Price	15%

## 6. 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.

## **7. Submitting a Proposal**

The deadline for receipt of submissions is 7 October 2024. 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.

## **8. Award of Contract**

It is anticipated that bidders will be notified of the outcome of this tender exercise on 1 November 2024

The successful bidder should commence work from 18 November 2024 to assume the role on 1 January 2025.

The contract will be for 3 years.

## **9. Further Information**

For enquiries regarding this work or the tender process, please contact [j.webber@CIEH.org](mailto:j.webber@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 is 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.