

Chartered Institute of Environmental Health



INVITATION TO TENDER

Tender Name	Political Monitoring Services
Tender Reference	ITT09

1. About CIEH

Our Purpose	To promote all aspects of environmental health for public benefit
Our Vision	Safer, cleaner and healthier environments for the benefit of all
Our Values	<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 to engage a qualified political monitoring supplier to provide comprehensive monitoring services, including analysis and reporting on relevant policy developments affecting the environmental health sector.

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 that is to be determined.

The timetable for this process is as follows:

Invitations to tender issued	28 th October 2024
Return of expression of interest form	11 th November 2024
Acknowledgement by CIEH of receipt of the expression of interest forms	12 th November 2024
Tender responses to be received by (Deadline)	30 th November 2024
Evaluation period	2 nd December – 13 th December 2024
Decision announced by	20 th December 2024
Contract start date	13 th January 2025

3. Specification or Scope of Works

Specification or scope of works sufficient for a supplier to provide a quotation

- Provide daily monitoring of relevant political activities, legislative changes, and government policy developments that impact environmental health – Westminster, Welsh Senedd and Northern Ireland Assembly.
- Deliver live data on current Members of Parliament (MPs) and Members of the House of Lords (Peers), including up-to-date contact details, party affiliations, and constituencies.
- Provide contact details for ministerial correspondence, including relevant staff members, aides, and department contacts.
- Generate detailed reports on key issues related to environmental health, including:
 - Updates on relevant bills, legislative tracking,
 - Real-time updates on parliamentary activities such as debates, parliamentary questions etc.
 - Updates from relevant select committees and their activities impacting environmental health
- Deliver regular reports summarising findings, including analysis of implications for CIEH and recommendations for action.
- Offer a real-time alert system for urgent policy changes.
- Engage in regular consultations with CIEH to refine monitoring focus based on strategic needs.
- Analysis on key parliamentary processes, including:
 - Budget Day analysis
 - King’s Speech Analysis,
 - Analysis on annual programmes for government in the Welsh Senedd and Northern Ireland Assembly

4. Outputs and Performance Requirements

The key outputs & performance requirements are;	
<ul style="list-style-type: none"> • Monthly comprehensive reports detailing the following: <ul style="list-style-type: none"> ○ Key environmental health issues and developments. ○ Updates on relevant bills and legislative changes. ○ Real-time alerts on significant political changes impacting environmental health. ○ Summaries of parliamentary questions, comments, and relevant select committee activities. • Live access to up-to-date contact details for MPs, Peers, and ministerial staff. • A minimum response time of 24 hours for urgent queries. • Regular strategic consultation meetings (quarterly) to review findings and adjust monitoring focus as needed. • Analysis on key parliamentary processes, including Budget Day, King's Speech, and annual programmes for government in the Welsh Senedd and Northern Ireland Assembly. 	

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 including delivery, installation and commissioning	
Details of after sales service and warranty	
Details of technical support	
Details of any training required and/or provided	
Details of any other value for money options appropriate to this tender	
Other information relevant to tender proposal	

6. Evaluation Criteria

The proposals will be evaluated by an evaluation panel made up of key stakeholders in CIEH.	
Evaluation Criteria	% Weighting
1. Price	30%
2. Quality of service delivery	40%
3. Experience and expertise	20%
4. Environmental sustainability	10%
5.	
6.	

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 8th December. 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 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 during the week beginning 20th December 2024.

The successful bidder should commence work from 13th January 2025

10. Further Information

For enquiries regarding this work or the tender process, please contact 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.