

# Chartered Institute of Environmental Health



## INVITATION TO TENDER

<b>Tender Name</b>	<b>Environmental Health case studies</b>
<b>Tender Reference</b>	<b>EHCS26</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

CIEH wishes to establish a library of case studies that illustrate the contribution of environmental health professionals to the communities in which they work. This will enable the organisation to:

- Help existing and new audiences to understand the value of environmental health, using compelling examples of the profession's work
- Explain the range of environmental health activity, including at local and national level, and in local authorities, public health settings, businesses, third sector organisations and the armed forces
- Encourage the organisation's 7,500 members to embrace their roles as ambassadors for the profession
- Encourage people to consider entering the profession.

The stories will be generated from within the environmental health community. Members may now qualify for CPD hours by preparing case studies of requisite quality and detail. However, CIEH now needs help to develop case studies so that they can be published across different channels and to different audiences.

CIEH seeks a supplier who will:

- Create a system for managing case studies from inception to publication, covering images and consent forms and the different versions of the case study created for different channels
- Provide a training webinar to guide members developing case studies for CPD
- Write, edit and complete a minimum of 14 stories during the period covered by the Contract.

Knowledge of environmental health is an advantage. However, we are especially looking for a supplier who can produce compelling stories for varied audiences, and potential suppliers must provide evidence of a successful track record in doing this.

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 cover the remainder of 2026.

<b>The timetable for this process is as follows:</b>	
Invitations to tender issued	17 April 2026
Return of expression of interest form	14 May 2026
Acknowledgement by CIEH of receipt of the expression of interest forms	15 May 2026
CIEH to respond with initial feedback by	21 May 2026
Evaluation	By 5 June 2026
Decision announced by	8 June 2026
Contract start date	15 June 2026

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

<b>Specification or scope of works sufficient for a supplier to provide a quotation</b>
<p>CIEH requires the following deliverables:</p> <ul style="list-style-type: none"> <li>- An online folder (on CIEH’s Sharepoint site) which enables the efficient management of case studies and including all elements required to monitor sign-off, usage, development of copy for different channels and all assets</li> <li>- At least 14 stories that can be used for different audiences and channels, eg social media, briefings, corporate documents and presentations, and that will complement other components of a broader narrative about the value of environmental health</li> <li>- A training webinar which will be recorded and which will guide members developing case studies for CPD</li> </ul> <p>CIEH will want to see evidence of:</p> <ul style="list-style-type: none"> <li>- A track record in taking technical stories and developing material suitable for different audiences including the policy community, journalists and the general public, with differing levels of detail depending on the audience and format</li> <li>- The ability to work with members to explore an example of professional practice and find the story that makes the example come alive for informed and lay</li> </ul>

audiences and the general public, while remaining technically accurate (CIEH will provide in-house expertise to support with the latter)

- Reliability, responsiveness and delivery times

Case studies may be used for multiple audiences. For example:

- Government. Key message: EH capacity is essential to fulfilling statutory duties and achieving public health goals, preventing harm before it escalates. Case studies: support concrete evidence allowing us to have early influence in the policy cycle, increase CIEH citations in consultations/reports, increase invitations to give evidence
- Local government. Key message: EH services are cost-effective (often, preventative) interventions that reduce harm and protect communities. Case studies: emphasise the ROI from EH, how we prevent harm and reduce costs
- General public/media, key messaging: EH professionals make communities safer and healthier every day. Case studies: build recognition of EH, showing how EH prevents harm before it escalates

On appointment, and over time, CIEH will provide contact details for members who have filled in a case study template or who have indicated a capability to provide a story capable of being worked into publishable copy. The supplier will work with the member to provide a draft case study which will be reviewed by CIEH (usually by at least one person from: environmental health, policy and marcomms) for accuracy and whether it fits with the wider strategy. Such a review will happen in a reasonably timely way and set out what if any amendments are required.

The supplier will be responsible for liaising with the member and recording any permissions required.

#### **4. Outputs and Performance Requirements**

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

The main output against which this project will be judged is the suite of case studies. Over the time of this contract feedback will be sought from stakeholders inside and outside CIEH to establish whether the library of case studies has helped the organisation's strategic objectives of voice and visibility and to increase understanding of the full width and depth of the profession. The emphasis should be on the public benefit created by our intervention rather than harm that might have been caused by others.

A case study should include information on an environmental health intervention, and what outcomes have arisen as a result of that intervention. For example, what has the investment (in terms of money or time) provided in terms of a healthier community, reduced demand for the NHS or value to the economy, the environment or productivity? What might have happened if environmental health had not acted? It will be the supplier's responsibility to prompt the provider of the case study to provide this level of analysis to an acceptable level, and to ensure that it is explained to the reader what it is that the EH professional did.

## 5. Structure of Proposals

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, including examples of case studies produced for other clients	
Total price including delivery, installation and commissioning. It would be helpful to understand your day rate.	
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	
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## 6. Evaluation Criteria

<b>The proposals will be evaluated by an evaluation panel made up of key stakeholders in CIEH.</b>	
Evaluation Criteria	% Weighting
- Ability to meet the requirements of the tender: A track record in taking technical stories and developing material suitable for different audiences including the policy community, journalists and the general public	45%
- Ability to meet the requirements of the tender: The ability to work with members to explore an example of professional practice and find the story that makes the example come alive for a lay audience, while remaining technically accurate (CIEH will provide in-house expertise to support with the latter)	35%
- Value for money – price and other financial factors	10%
- Reliability, responsiveness and delivery times, and any other information relevant to the tender proposal	10%

## 7. Executive Summary

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

- an outline of the proposed process by which the CIEH’s requirements are to be met
- 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
- key qualifications, including track record and experience in delivery of similar services
- 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.

## **8. Submitting a Proposal**

The deadline for receipt of submissions is 14 May 2026. 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 [r.fernandez@cieh.org](mailto:r.fernandez@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**

Bidders may be invited to meet CIEH staff as part of the process. If this is needed, meetings will take place week commencing

It is anticipated that bidders will be notified of the outcome of this tender exercise on 17 April 2026.

The contract will commence on 15 June 2026.

The contract will initially last until 31 December 2026 and may be extended subject to the success of the project.

## **10. Further Information**

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

The Tenderer is required to disclose any potential conflicts of interest that may arise in relation to this tender at the earliest possible opportunity. This includes any personal, financial, or professional relationships that could influence or appear to influence the impartiality of the tender process.

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
- publish on the website the trading name of the supplier awarded the contract and estimated annual contract value (in £5,000 bands). CIEH will be operating to the principle of transparency first. However, where it is deemed commercially sensitive CIEH will retain the right to withhold the estimated value of the contract.
- Any action CIEH may take (including but not limited to the above) shall be done without incurring any liability to the affected Tenderers