

INVITATION TO TENDER (ITT)



For: Legionella and Pseudomonas Sampling and Testing

Issued on 30/03/2026

Tender Reference Number: LGM37147

Central Digital Platform References:

Notice identifier: 2026/S 000-029195

Procurement identifier (OCID): ocids-h6vhtk-067808

TABLE OF CONTENTS

1	BACKGROUND.....	2
2	PROCUREMENT OPPORTUNITY.....	2
3	INDICATIVE PROCUREMENT TIMETABLE.....	3
4	PROCUREMENT PROCESS.....	4
5	CONTRACT.....	5
6	COMMUNICATIONS.....	7
7	SUBMISSION INSTRUCTIONS.....	8
8	TUPE	11
	SCHEDULE 1: EVALUATION AND AWARD METHODOLOGY	13
	SCHEDULE 2: TERMS AND CONDITIONS OF PARTICIPATION.....	24
	SCHEDULE 3: SUBMISSION REQUIREMENTS.....	29
	SCHEDULE 4: SUBMISSION CERTIFICATE.....	31
	SCHEDULE 5 – SPECIFICATION.....	33
	SCHEDULE 6 – PRICING SCHEDULE.....	34
	SCHEDULE 7 – PROCUREMENT SPECIFIC QUESTIONNAIRE (PSQ).....	35
	SCHEDULE 8 – TECHNICAL QUESTIONNAIRE (60% Weighting).....	36
	SCHEDULE 9 – SOCIAL VALUE (10% Weighting).....	42
	SCHEDULE 10 – OFFER.....	49
	SCHEDULE 11 – TERMS AND CONDITIONS OF CONTRACT.....	50

1 BACKGROUND

- 1.1 University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT) is an NHS Foundation Trust in North West England, providing services in South Cumbria and North Lancashire in the Morecambe Bay area. It has about 6,000 employees and provides services for some 350,000 people.
- 1.2 UHMBT are looking to procure sampling and laboratory analysis provision for the monitoring of Legionella and Pseudomonas Aeruginosa within its healthcare premises water systems.

2 PROCUREMENT OPPORTUNITY

- 2.1 This opportunity is for the provision of Legionella and Pseudomonas Sampling and Testing.
- 2.2 On 30/03/2026 a tender notice was published by University Hospitals of Morecambe Bay NHS Foundation Trusts ("the Authority") on the Central Digital Platform inviting expressions of interest from organisations wishing to be selected to tender for the above opportunity.
- 2.3 This invitation has been issued to those having expressed an interest in the opportunity (the "Participants").
- 2.4 **Defined terms** – The following defined terms are used in this ITT:
- 2.4.1 "Act" means the Procurement Act 2023;
- 2.4.2 "Authority" has the meaning given in clause 2.2;
- 2.4.3 "Central Digital Platform" has the meaning given in regulation 5 of the Regulations;
- 2.4.4 "Excluded Supplier" and "Excludable Supplier" have the meaning given in section 57 of the Act;
- 2.4.5 "Participant" has the meaning given in clause 2.23;
- 2.4.6 "Commencement Date" has the meaning given in clause 5.2;

- 2.4.7 "Initial Term" has the meaning given in clause 5.2;
- 2.4.8 "Portal" means online portal OPTIMiSe;
- 2.4.9 "Regulations" means the Procurement Regulations 2024;
- 2.4.10 "Renewal Period" has the meaning given in clause 5.3.

3 INDICATIVE PROCUREMENT TIMETABLE

3.1 The estimated timetable for this procurement is as follows:-

Issue of ITT	30/03/2026
Deadline for receipt of clarification questions or comments	20/04/2026
Deadline for submission of tenders at 14:00	27/04/2026
Completion of evaluation	27/05/2026
Despatch of assessment summaries, and publication of contract award notice	05/06/2026
Expected end of mandatory standstill period	17/06/2026
Contract Award Date	Following expiry of standstill period
Intended commencement of contract	01/07/2026

3.2 Participants should note that the Authority reserves the right to amend any of the dates and timescales referred to in this ITT at any stage during the tender process.

4 PROCUREMENT PROCESS

- 4.1 **Procedure and Evaluation** - The procurement procedure being applied to the Contract is an 'open procedure' under section 20(2)(a) of the Act. The procedure being applied is set out in detail in Schedule 1 (Evaluation and Award Methodology).
- 4.2 **Terms and conditions of participation** - Participants agree that participation in this tender is subject to the Terms and Conditions of Participation set out in Schedule 2 of this ITT.
- 4.3 **Documents** - Information relevant to this opportunity can be found on the Central Digital Platform and OPTIMiSe.
- 4.4 **Evaluation** – Tenders will be evaluated in accordance with Schedule 1 (Evaluation and Award Methodology).
- 4.5 **Further information** – The Authority may make a change to this ITT or the contract documents at any time by notice to all Participants remaining in the process. The Authority may also issue further information at any time by notice to all Participants remaining in the process.
- 4.6 **Changes** – The Authority expressly reserves the right: (i) not to award any contract as a result of this procurement process; and (ii) to make whatever changes it may see fit to the content and structure of the tendering competition and the contracts. In no circumstances will the Authority be liable for any costs incurred by the Participants as a result of any such change or decision not to award.
- 4.7 **Ending the procurement** – The Authority reserves the right at any time for any reason to abandon the procurement. As such, and notwithstanding any provision of this ITT, the Authority does not (by undertaking this procurement) agree to accept any tender. In no circumstances will the Authority be liable for any costs incurred by the Participants if the procurement is abandoned.
- 4.8 **Due diligence** – Participants will be entirely responsible for carrying out and funding their own due diligence at a level appropriate to them.

- 4.9 **No conflicts of interest** – A Participant must ensure that it and each subcontractor, agent, or adviser with which it engages in connection with the procurement process does not have a conflict of interest with the Authority or otherwise which may affect the procurement process. Where a Participant identifies a conflict of interest, or the risk of a conflict of interest, it must disclose that conflict or risk to the Authority without delay and assist the Authority in the management of that conflict or risk, to the extent that is possible. The Authority reserves the right to exclude a Participant from the process if a conflict of interest exists which cannot be effectively remedied by other less intrusive measures.

5 **CONTRACT**

- 5.1 Subject to clauses 4.6 and 4.7 the Authority will enter into a contract with the successful Participant. The contract terms will incorporate those set out in Schedule 2 and Schedule 11 of this ITT.
- 5.2 The Contract shall commence on the date to be advised by the Authority in the Contract Award Document issued to the Contractor in due course (the "**Commencement Date**") and (subject to clauses 5.3 and 5.4 below) is intended to continue for an initial period of three (3) years from the Commencement Date (the "**Initial Term**").
- 5.3 The Contract may be extended beyond the Initial Term on a maximum of two (2) occasions, for a period of up to one (1) year on each occasion (each a "**Renewal Period**") at the Authority's sole discretion, by the Authority giving the Contractor not less than one (1) months' notice prior to the expiry of the **Initial Term** or the **Renewal Period** (as applicable).
- 5.4 The estimated value of the Contract is £115,000 excluding VAT over five years.
- 5.5 The Authority does not undertake to purchase Goods and/or Services exclusively from the Contractor and does not undertake to purchase any minimum quantities or place any minimum orders from or with the Contractor. Any quantities and/or values of Goods and/or Services stipulated in this ITT should be considered non-binding and indicative estimates only.

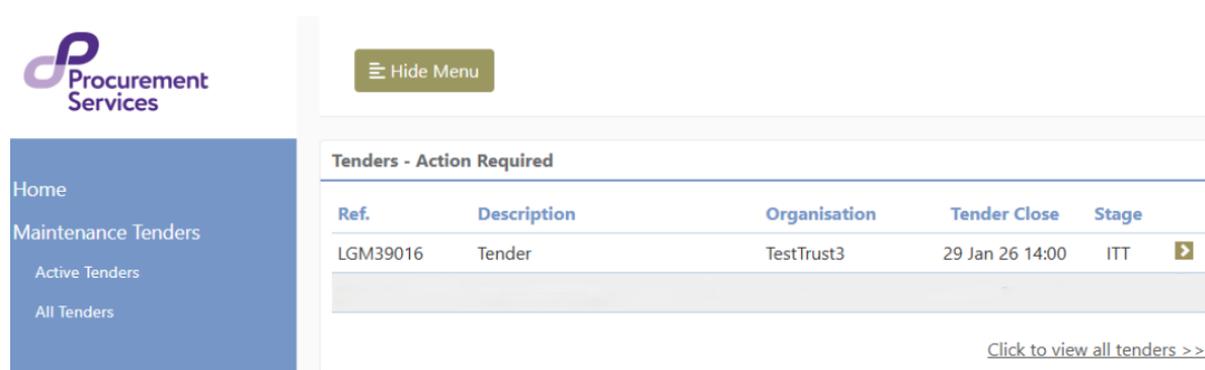
- 5.6 Participants may not qualify the terms of the contract in their tender response.
- 5.7 If Participants have any queries regarding the terms of the contract, they may submit clarifications/comments via the Portal. The deadline for receipt of such clarifications/comments is 20/04/2026.
- 5.8 The Authority will review and address comments received by Participants accordingly. If the Authority considers it appropriate to do so, it may reissue the form of contract to incorporate some, or all of the comments submitted by the Participants. All Participants will be required to tender on the basis of the same terms and conditions.
- 5.9 Please see clause 14.1 of Schedule 2. Tenders submitted are offers capable of acceptance.

6 COMMUNICATIONS

- 6.1 **Point of contact** – The Authority will conduct all communication relating to this procurement through the Portal. That is the designated point of contact. If there is a technical failure or the Authority for some other reason elects, all Participants will be given an alternative designated point of contact.
- 6.2 **Single point communication** – Participants must communicate only through the Portal (except as set out in clause 6.3). No representative of a Participant should contact any other person at the Authority on any matter connected to this procurement except with the prior approval of the Authority's designated point of contact.
- 6.3 **Requests for clarification** – Participants shall make clarification and information requests through the Question and Answer facility on the Portal. Both questions and their answers will be available to all Participants unless otherwise agreed with the Authority (through its designated point of contact) and if agreement cannot be reached the Authority may decline to answer the question if that would be, in the Authority's opinion, inconsistent with its obligations under public procurement law. Participants should note that it is their responsibility to monitor the portal regularly for any postings which may be relevant to their tender submission.
- 6.4 **Participant's confidentiality obligations** – Each Participant must keep this ITT and all information contained in it, and appended to it, confidential and must ensure that each of its employees, agents, advisers and sub-contractors is placed under a similar obligation. Please see Schedule 2 (Terms and Conditions of Participation) for more details.
- 6.5 **Sharing information** – The Authority may share any information provided by a Participant with its advisers and members of the evaluation team.

7 SUBMISSION INSTRUCTIONS

- 7.1 A Tender Response must remain valid and capable of acceptance by the Authority for a period of 90 days following the Tender Submission Deadline. This includes pricing. A Tender Response with a shorter validity period may be rejected.
- 7.2 All documents must be accessed and returned to Procurement Services - Lifecycle via online portal OPTIMiSe. Read-only version of documentation relating to this opportunity is available at <https://www.procurementservices.co.uk/our-solutions/lifecycle/current-tenders>.
- 7.3 In order to respond to the opportunity, you will need to create an account on OPTIMiSe where you will be able to access editable versions of the documentation. To facilitate this, email lifecycleeoi@lifecycle.co.uk with the LGM reference for this opportunity and your company details.
- 7.4 You will then receive a verification email from OPTIMiSe asking you to verify your email address and create a password. These will be your log in details for the OPTIMiSe system.
- 7.5 Once you have logged into the system you will be taken to your home screen where you can access the documents for the current Tender.



The screenshot displays the Procurement Services OPTIMiSe interface. On the left is a blue navigation sidebar with the following items: Home, Maintenance Tenders, Active Tenders, and All Tenders. The main content area features a 'Hide Menu' button at the top. Below it is a section titled 'Tenders - Action Required' containing a table with the following data:

Ref.	Description	Organisation	Tender Close	Stage
LGM39016	Tender	TestTrust3	29 Jan 26 14:00	ITT 

At the bottom right of the table area, there is a link: [Click to view all tenders >>](#)

- 7.6 Within the “Tenders – Action Required” box, click on the green box with the white arrow next to the relevant Tender, this will take you through to the page with all the relevant documents. An example of a Tender page is shown below:

Procurement Services

Home Log Out

Hide Menu

Home

Maintenance Tenders

Active Tenders

All Tenders

Invitation to Tender

LGM39016: Tender

ITT Start Date: 28 Jan 26

Contract Start Date:

ITT Close: 29 Jan 26 14:00

Tender Last Updated: 29 Jan 26 14:00

ITT Documents

Tender.Doc.docx (Uploaded: 28 Jan 26 15:32)

Your ITT Submission

Click browse to find your document or click the red cross to remove a document. Repeat for multiple documents.

Please note each file must be no more than 50 Mb. If your file is larger than 50Mb please contact the Procurement Manager.

Zip files are allowed.

Select document to upload: Choose File No file chosen Upload

Uploaded Documents: No documents attached.

Cancel Submit Response Clarification

- 7.7 This screen will show the dates relevant to this Tender as well as all documents that you need to complete your submission.
- 7.8 This is the portal you need to use to ask any clarification questions and upload your completed documents along with any supporting documents.
- 7.9 Click on each document and save them to your device for completion. All documents are version controlled. You must ensure you are using the latest version and upload any response against the latest version.
- 7.10 You must ensure that you read and complete all documents thoroughly. When you have completed all documents, they must be uploaded to the portal together with any required attachments. To do this click the "Browse" button, find the document and click "Upload".
- 7.11 When you have uploaded all documents and attachments, you must click "Submit Response" or "Amend Response".
- 7.12 All necessary documents must be completed and uploaded, together with attachments, to the portal before the submission deadline.
- 7.13 NB: Please note you can submit your response and then amend this at a later date up until the close date of the submission. Please ensure you click "Submit Response" or

"Amend Response" before logging off, if you do not, anything you have uploaded will be lost. You will be evaluated against the version you have submitted.

- 7.14 If you do not receive a reply thanking you for your submission, please contact Procurement Services – Lifecycle immediately.
- 7.15 Do not send any supporting documents unless requested to do so. Only documents requested will be reviewed by the Authority.
- 7.16 Your documents cannot be accessed until the deadline for return has passed. Ensure you have answered all questions contained in the Technical Questionnaire and Social Value sections, completed and signed all relevant sections of this document and upload it alongside any requested documents.
- 7.17 **Language** – All submissions must be in English.
- 7.18 **Word limit** – Participants must ensure that they comply with any stated word limit indicated in the template. Additional information in excess of any such word limit will be disregarded.
- 7.19 **Supporting documents** – Participants should only submit additional information or documents if directed to do so with a clear reference on each additional information item to the question to which it relates. Unreferenced additional information may be discounted. Marketing and/or promotional literature or any other additional information not requested should not be included and will be discounted.
- 7.20 **Date and time** – Tender submissions should be submitted using the Portal by 14:00 on 27/04/2026.
- 7.21 **Use of Artificial Intelligence** – AI tools can be used to improve the efficiency of your bid writing process, however they may also introduce an increased risk of misleading statements via 'hallucination'. Your submission should clearly identify any instances where AI or machine learning tools, including large language models have been used to generate written content, or support your bid submission.

8 TUPE

- 8.1 Participants should note that the "Transfer of Undertakings (Protection of Employment) Regulations 2006" as amended by the "Collective Redundancies and Transfer of Undertakings (Protection of Employment) (Amendment) Regulations 2014" (TUPE) may apply in respect of the award of the contract, and that for the purposes of those Regulations, the undertaking concerned (or any relevant part of the undertaking) may transfer to the successful Participant on the commencement of the contract.
- 8.2 Participants shall take legal advice to determine the effect of the Transfer of Undertakings (Protection of Employment) Regulations on any staff employed in pursuance of this contract and to carry out any actions the regulations may require. It is the successful Participant's responsibility to consider whether or not TUPE applies and the successful Participant should take their own legal advice as to whether TUPE will apply and the financial implications for their Tender.
- 8.3 Participants should note that all TUPE information is provided on the basis that it is confidential and must not be used, other than in connection with this Tender. TUPE information will be made available on request provided that the request confirms that the information will be treated as confidential, that it will be destroyed once its purpose has been served and that the Participant will warrant to the Authority that it has been destroyed.
- 8.4 Please submit a request for TUPE information using the Portal. Once confirmation is received that the information will be treated confidentially and destroyed once its purpose has been served, the information will be sent to the requesting bidder.
- 8.5 The TUPE information is provided to support Participants to assess and price the potential employment costs and liabilities and indicate their plans for transferring employees in their Tenders.
- 8.6 The Authority accepts no liability whatsoever for any loss or damage suffered by any Participant who submits a successful bid pursuant to this invitation should it subsequently be held that such bid and the award of the contract to the successful

Participant does or does not constitute a transfer within the meaning of TUPE. The Authority will not indemnify the successful Participant against any such loss.

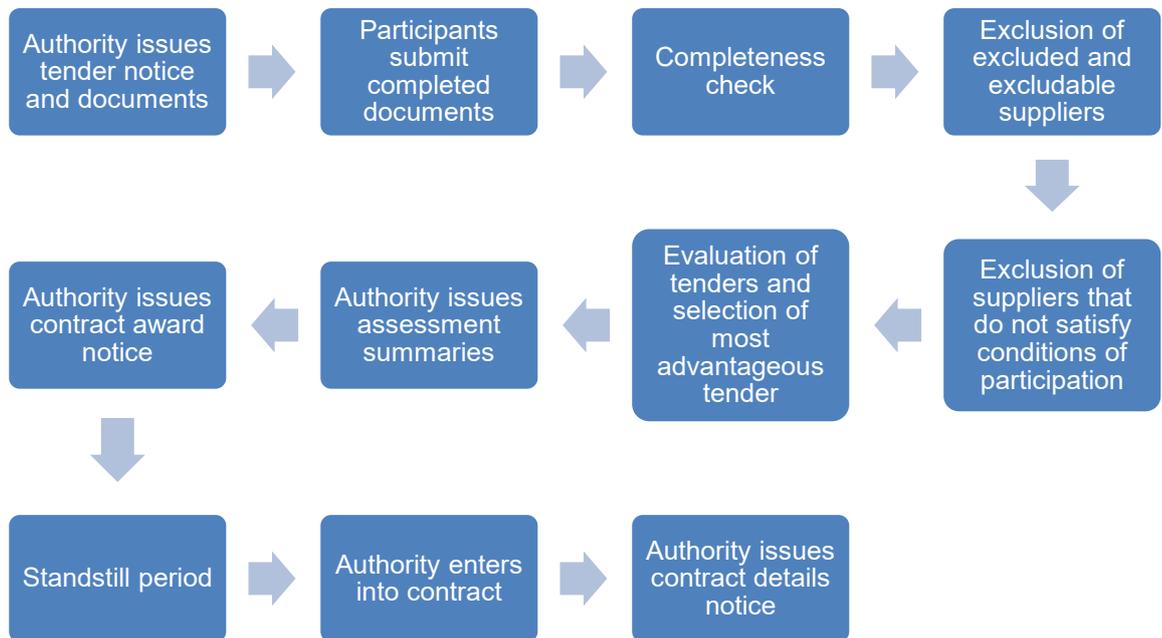
- 8.7 The TUPE information will be provided by the existing provider(s) and, therefore, the Authority does not warrant the accuracy or completeness of this information and does not accept any liability ensuing from any inaccuracy in, or omission from, the information.

SCHEDULE 1: EVALUATION AND AWARD METHODOLOGY

1 Procurement procedure

- 1.1 The procurement procedure being applied to the Contract is an "open procedure" under section 20(2)(a) of the Act. The most advantageous submission will be identified by a five-step process as set out in more detail in this Schedule.

2 Process



- 2.1 The most advantageous submission will be identified by a five-step process.

2.1.1 **Procurement specific questionnaire:** Participants must submit a completed Procurement Specific Questionnaire (PSQ). The PSQ is enclosed at Schedule 7 of this ITT. Where a Participant is a consortium, all members of the consortium must complete a PSQ. The part of the PSQ concerning conditions of participation only requires to be completed by the lead member of the consortium.

2.1.2 **Stage one (Completeness check):** The first step will be a completeness check. A complete submission is one which has been received by the deadline for submission of tenders, is substantially complete and complies substantially with the requirements of this ITT. Clarification and further information may be sought from

Participants in order to determine if a submission is complete. The Authority may exclude at this stage any submission that is not complete and may reject any tender submission which is submitted late.

2.1.3 **Stage two (Exclusion of excluded and excludable suppliers):** The Authority will exclude any supplier that is an Excluded Supplier or an Excludable Supplier based on its response to the PSQ. The Authority will identify Excludable Suppliers based on the discretionary exclusion grounds identified in paragraph 4 of this Schedule 1. Participants must also upload core supplier information to the Central Digital Platform and confirm to the Authority / Procurement Services – Lifecycle that they have done so.

2.1.4 **Stage three (Application of conditions of participation):** The Authority / Procurement Services – Lifecycle will check each submission satisfies the conditions of participation set out in this ITT on the basis of the PSQ returned by the Participant. Clarification and further information may be sought from Participants. The Authority may exclude at this stage any submission that does not satisfy the conditions of participation set out in paragraph 5 of this Schedule 1. Participants must also upload core supplier information to the Central Digital Platform and confirm to the Authority that they have done so.

2.1.5 **Stage four (Evaluation and selection of most advantageous tender):** The next step will be to evaluate those submissions other than those rejected as not compliant, or not meeting the conditions of participation, in order to determine the most advantageous tender, using the criteria detailed in clause 6 (Award Criteria) below.

2.1.6 As part of Stage four, Participants may be invited to present their tenders to the Authority and its project team for the purpose of clarification and confirmation. The presentations shall not be scored but will be used to clarify and confirm the tender submission. The scores awarded to Participants may be adjusted in consideration of the presentation and clarification questions asked by the evaluation panel.

3 Standstill to entry into contract

- 3.1 The Authority will issue assessment summaries to the successful and unsuccessful Participants in accordance with regulation 31 of the Regulations. The Authority will also publish a contract award notice in accordance with regulation 27 of the Regulations.
- 3.2 Once the relevant standstill period has ended (being 8 working days from the date of the contract award notice), the Authority intends to enter into a contract with the successful Participant. The Authority shall conclude the contract by issuing a contract award document. In addition, the Authority may send the Participant a legal agreement for signature for its records and in such circumstances the Participant shall countersign and return the legal agreement to the Authority promptly (and no later than 7 days from the date of receipt of such legal agreement).
- 3.3 The Authority may ask the successful Participant to provide verification of statements made in its PSQ to confirm that it satisfies the conditions of participation and to confirm it is not an Excluded or Excludable Supplier.

4 Excludable Suppliers

- 4.1 The Authority will exclude any Participant to whom any of the following exclusion grounds apply:

[Procurement Act 2023](#)

Discretionary exclusion ground	Statutory reference	Applies
Labour market misconduct (order made in UK against Participant or connected person)	Schedule 7 paragraph 1	Y
Labour market misconduct (outside UK)	Schedule 7 paragraph 2	Y
Labour market misconduct (evidence of offence under specified legislation)	Schedule 7 paragraph 3	Y
Environmental misconduct	Schedule 7 paragraph 4	Y
Insolvency, bankruptcy, etc	Schedule 7 paragraph 5	Y
Participant or connected person has suspended or ceased carrying on all or a substantial part of its business.	Schedule 7 paragraph 6	Y
Potential competition infringements – Chapter I	Schedule 7 paragraph 7	Y

Potential competition infringements – Chapter II	Schedule 7 paragraph 8	Y
Regulator decision in respect of competition infringement – Chapter II	Schedule 7 paragraph 9	Y
Potential competition infringements – cartel offence	Schedule 7 paragraph 10	Y
Professional misconduct	Schedule 7 paragraph 11	Y
Breach of contract and poor performance	Schedule 7 paragraph 12	Y
Acting improperly in procurement	Schedule 7 paragraph 13	Y
National security	Schedule 7 paragraph 14	Y

5 Conditions of participation

- 5.1 The Authority has set out the conditions of participation. More details are set out in the PSQ. All sections must be completed in full. Failure to do so may lead to you being excluded from the procurement process.
- 5.2 If the question is Pass/Fail your response must provide the Authority with full confidence that you can meet the requirements of the question. If you cannot provide this then the Authority will Fail you on this question and you will be excluded from the procurement process.
- 5.3 The Authority must determine whether you have the financial capacity and stability to perform the service.

Credit Score:

- 5.4 You are asked to provide your organisation's registration number so a Credit can be obtained. If the Creditworthiness rating (for companies where accounts have been filed) or Risk rating (for new companies where no accounts have been filed) is less than 50 your financial accounts or equivalent information will be considered.
- 5.5 If the rating in the Report is more than 50 you will pass this section unless there is anything in the report to indicate you may not have the financial capacity to perform this contract. In this case the Authority will evaluate your financial accounts or equivalent information.

- 5.6 If you do not have a registration number, for example you are a partnership, you should provide the last two years' audited accounts, or equivalent information as set out in the Financial Capacity questions in the PSQ.
- 5.7 If the Authority evaluates the financial accounts or equivalent information, they will be scored according to the table below. Evaluation will include consideration of the following: evidence of prior bankruptcy or a CVA, accounts being up to date, any qualification of the accounts by auditors, a general review of accounts, a review of profit and loss from previous years, a review of the balance sheet.

Accounts will be scored in accordance with the methodology in the table below:

Evaluation	Standard	Pass/Fail
No perceived risk	The Authority has no grounds for concern in relation to your financial stability.	Pass
Unacceptable risk	Your financial instability is too great for the Authority to accept, and you will be excluded from the procurement process.	Fail

- 5.8 The PSQ acts as a self-declaration for Participants. The Preferred Bidder will be required to provide all requested certificates and documentation before being awarded the Contract. However, the Authority can ask any Participant to submit their evidence at any point in the procurement process, if this is necessary, to ensure that the process is carried out properly and in a timely manner to meet with the procurement's programme requirements.

6 Award Criteria and Scoring Methodology

- 6.1 The headings in this section identify the criteria and sub-criteria against which Participants will be scored. Figures after each criterion or sub-criterion are the percentages of the total score available which are allocated for that criterion or sub-criterion.

Assessment Criteria	Criteria weighting
Qualification (Schedule 7 – Procurement Specific Questionnaire)	Pass/Fail
Commercial (Schedule 6 – Pricing Schedule)	30%
Technical (Schedule 8 – Technical Questionnaire)	60%
Social Value (Schedule 9 – Social Value)	10%
TOTAL	100%

6.2 More information on each criterion is provided below.

6.3 **Commercial – 30%**

6.3.1 Participants must complete the Pricing Schedule enclosed at Schedule 6.

6.3.2 If this Contract is being awarded in lots, Participants must submit prices for all line items listed for each lot for which they are bidding. If a submission is missing for any element in a given lot, the bid will be classified as a non-compliant bid in respect of that lot and no longer considered for that lot.

6.3.3 The Contract will be awarded on a schedule of works (PPM) detailed in the Technical Specification, plus ad-hoc spend for work that sits outside the scheduled work. Price will therefore be made up of the following two components:

Price Component	Description
Fixed PPM Contract Price	The annual price offered for the fixed PPM Contract.
Additional Costs	The Authority has created a scenario surrounding the number of visits during an average year for evaluation purposes. You are asked to provide pricing for different elements of additional costs, such as call out fees and hourly labour rates. A total of additional costs will then be calculated.

6.3.4 The Authority will add your Fixed PPM Contract price to your additional costs, to obtain a single price which will be scored according to the Price Scoring Methodology below.

The Additional Costs are for evaluation purposes only; you should note this is not guaranteed business.

Scoring Methodology (Commercial/Price)

- 6.3.5 The Participant submitting a compliant tender with the lowest price will receive the full marks/weighting for the price criterion.
- 6.3.6 The scores of each other tender will be calculated based on the formula $(x)/(y)*(z)$ where (x) is the price of the lowest compliant tender, (y) is the price submitted by the Participant under evaluation, and (z) is the price/commercial weighting. Results will be rounded to 2 decimal places.
- 6.3.7 For example, Bidder A submits a price of £1,000.00, Supplier B submits £1,250.00 and Supplier C submits £1,600.00, against a price weighting of 50%.
- 6.3.8 Supplier A will receive the full 50%, Supplier B receives 40%, and Supplier C receives 31.25%.
- 6.3.9 If this Contract is being awarded in lots, Participants will receive a separate Commercial Section score for each lot for which they are tendering.

6.4 Technical – 60%

- 6.4.1 Participants must submit a single response to each of the questions listed in the Technical Questionnaire document enclosed at Schedule 8. For each question, only the information you provide specifically within that specific single question will be considered in evaluating your answer to that particular question. Any documentation uploaded elsewhere, or information not detailed within that single question response document, will not be considered in the evaluation of that question.
- 6.4.2 Technical questions and the weightings allocated to each are set out in SCHEDULE 8 – TECHNICAL QUESTIONNAIRE.
- 6.4.3 The Technical Section will be scored by an evaluation panel made up of relevant officers using a pre-defined scoring methodology as defined below. The scoring system should be read in conjunction with the submission requirements set out in Schedule 3. The weightings (where applicable) allocated to each criterion will be applied to the relevant

score to produce a weighted score. The aggregate weighted score will then be calculated (see 6.5.4 – 6.5.7 below for more information). If the question is Pass/Fail your response must provide the Authority with full confidence that you can meet the requirements of the question. If you cannot provide this then the Authority will Fail you on this question and you will be excluded from the procurement process.

Scoring Methodology (Technical Questions)

Score	Categorisation	Evaluation Description
4	Fully compliant response	Submission sets out a comprehensive and robust response which addresses and meets all requirements, with strong evidence provided to support the submission. It provides full confidence of your capability, expertise and capacity to deliver the requirements of the Technical Specification.
3	Satisfactory and acceptable response	Submission largely addresses and meets the requirements, with some detail (or, where evidence is required or necessary, some evidence is relevant) provided to support the submission. There are some minor reservations or weaknesses in the submission.
2	Partially acceptable response	Weak submission which does not fully address the question. Response may be basic/minimal with little or no detail (and, where evidence is required or necessary, insufficient evidence) provided to support the submission and demonstrate you have the required capability and capacity to deliver the requirements of the Technical Specification.
1	Unsatisfactory response	Substantially unacceptable submission which fails in several significant areas to answer the question. Little or no detail (and, where evidence is required or necessary, no evidence) has been provided to support and demonstrate you are able to provide the service required, or specifically show relevant ability, understanding, expertise, skills and/or resources.

		Would represent a very high risk to the Authority.
0	No response (non-compliance)	You have not answered the question, or your response is non-compliant and does not give the Authority confidence you can perform the required service. If you score zero (0) for any of the technical questions, you will be excluded from this procurement process.

6.5 Social Value – 10%

6.5.1 The Authority aims to secure broader public benefits from the contracts it enters into, through an approach that seeks to reward socially responsible enterprises and those willing to deliver wider benefits through their contracts with the Authority.

6.5.2 The Authority has included at Schedule 9 social value questions which set out benefits relevant to the Contract. The Participant's benefits score will be evaluated according to the following evaluation methodology:

Scoring Methodology (Social Value Questions)

Score	Categorisation	Evaluation Description
4	Excellent	High degree of confidence that the potential Provider's proposal will meet the requirements, demonstrated through a very good understanding of the issues and what is being asked for. Proposals set out how and what will be delivered.
3	Good	Response provides the Authority with a good level of confidence that the Bidder's proposals will meet the Authority's requirements set out in the specification and the response demonstrates across the whole of the response a good understanding of the issues under the contract and what is being asked for. The proposal sets out a satisfactory level of detail and clarity across most of the response with some relevant reference to the specification.

2	Acceptable	Generally understands and addresses issues appropriately. Some areas of misunderstanding, provide a low level of detail, and/or provide more of a "model answer" than a true commitment, so only provides some confidence they will deliver requirements.
1	Poor	Some misunderstandings and a generally low level of information and detail provided. Fails to meet the requirements in many ways and/or materially in one or more ways, and provides insufficient confidence of ability to meet and deliver the requirements.
0	Failure	Failure to understand and/or failure to provide and/or provides no confidence that the requirements will be delivered.

6.6 Final Score and Award

- 6.6.1 Some Technical and Social Value questions will be weighted between 1 and 5, with 5 being the highest significance and 1 being the lowest significance. Your responses will be scored between 0 and 4 as per the Scoring Methodologies above.
- 6.6.2 If a question is weighted 5 (as it is considered the highest significance), and the Authority is extremely confident with your response, they will score that question 4, resulting in a total score of 20 ($5 \times 4 = 20$). If the question is weighted 5 and the Authority is only partially confident with your response, the Authority will score you 2, resulting in a total score of 10 ($5 \times 2 = 10$).
- 6.6.3 The score given per question will then be added together for each section and a total score provided. For example, if there are 16 questions for technical section and each question is weighted 5, a total of 320 marks will be available ($16 \times 5 \times 4$).
- 6.6.4 All Bids will be scored proportionately in this manner using the following scoring scale to evaluate the answer given to each question. If you score maximum marks for all questions, you will be allocated the maximum % weighting available. If you score half of the total marks available, you will receive 50% of the weighting available. All scores will be calculated in this manner.

6.6.5 The final score will be calculated based on the Most Advantageous Tender by combining all the scored elements in accordance with the weightings set out above and in the scoring matrix below. It is intended that the Contract shall be awarded to the highest scoring Participant.

Scoring matrix

Criteria	Weighting	Sub-criteria	Total Criteria Weighting
Qualification (PSQ)	Pass/Fail	PSQ	Pass/Fail
Commercial	30%	Commercial Price	30%
Technical	60%	Technical Ability	60%
Social Value	10%	Social Value	10%
TOTAL	100%		100%

6.6.6 The Authority is not bound to accept the lowest cost or any Tender.

SCHEDULE 2: TERMS AND CONDITIONS OF PARTICIPATION

7 Confidentiality and Freedom of Information

- 7.1 Information provided by the Authority in this ITT must be treated by Participants as private and confidential.
- 7.2 All information submitted by Participants to the Authority may need to be disclosed and/or published by the Authority in compliance with its obligations pursuant to the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004. The Authority may also disclose all information submitted by Participants to its auditors and advisers.
- 7.3 Participants should clearly identify any information included in their submissions which they consider to be confidential, or which contains personal data for the purposes of the Data Protection Act 2018 and the UK GDPR (which has the meaning given in section 3(10) (as supplemented by section 205(4)) of the Data Protection Act 2018), and explain in broad terms (in an accompanying letter) what harm might result from disclosure and/or publication of such information. The Authority will have regard to this information, but receipt or evaluation by the Authority of any material marked 'confidential' or equivalent should not be taken to mean that the Authority accepts a duty of confidence in relation to that information. Participants should be aware that, even if a candidate has indicated that information is confidential, the Authority may disclose this information to its auditors where it sees fit and may have to disclose it to comply with the Freedom of Information Act 2000 and/or the Environmental Information Regulations 2004.
- 7.4 The Authority may publish the names and contact details of organisations (and individuals named as contacts) who submit submissions.
- 7.5 At the conclusion of the tender process, information about the winning Participant and its tender (including price information) may be published by the Authority.

8 Costs

- 8.1 Participants are responsible for meeting all costs they incur in participating in this procurement process. The Authority shall not be liable for any costs incurred by Participants and shall not make any contributions to Participants' costs.

9 Canvassing

- 9.1 Without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability which such conduct by a Participant may attract, the Authority may disqualify any Participant which, in connection with this procurement:

- 9.1.1 offers any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority in connection with the Project; or
- 9.1.2 does anything which would constitute a breach of the Bribery Act 2010; or
- 9.1.3 canvasses any of the persons referred to in clause 9.1.1 in connection with the Project; or
- 9.1.4 contacts any officer of the Authority prior to the contract being awarded about any aspect of the Project in a manner not permitted by this ITT (including without limitation a contact for the purposes of discussing the possible transfer to the employment of the Participant of such officer for the purpose of the Project).

10 Conflicts of interest

- 10.1 A Participant must ensure that it and each subcontractor, agent or adviser with which it engages in connection with the procurement process does not have a conflict of interest with the Authority or otherwise which may affect the procurement process. Where a Participant identifies a conflict of interest, or the risk of a conflict of interest, it must disclose that conflict or risk to the Authority without delay and assist the Authority in the management of that conflict or risk, to the extent that is possible. The Authority reserves the right to exclude a Participant from the process if a conflict of interest exists which cannot be effectively remedied by other less intrusive measures.

11 Non-collusion

- 11.1 Without prejudice to any other civil remedies available to the Authority and without prejudice to any criminal liability that such conduct by a Participant may attract, the Authority may disqualify any Participant which, in connection with this procurement:
- 11.1.1 fixes or adjusts the amount of its submission by or in accordance with any agreement or arrangement with any other Participant; or
 - 11.1.2 enters into any agreement or arrangement with any other person that it shall refrain from making a submission or as to the amount of any submission to be submitted; or
 - 11.1.3 causes or induces any person to enter into such agreement or arrangement as is mentioned in either clauses 11.1.1 or 11.1.2 or to inform any Participant of the amount or approximate amount of any rival submission; or
 - 11.1.4 communicates to any person other than the Authority the amount or approximate amount of its proposed submission (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the submission or where both are acting as members of a consortium which has made a submission).
- 11.2 Each Participant is required to return a certificate confirming non-collusion with its submission – please see Schedule 4.

12 Reserved rights

- 12.1 The Authority reserves the right to change the basis of the procedures for or to discontinue this procurement process, and not to award a contract pursuant to it. The process does not in any way bind the Authority to award a contract. Under no circumstances shall the Authority incur any liability in respect thereof.
- 12.2 The Authority reserves the right to review the economic and financial standing or technical or professional ability of a Participant if there are changes in the Participant's circumstances at any time during the procurement procedure, particularly if there is a change to the constituent members of a consortium Participant, or any change of

identity, control, financial standing or other factor which may have affected the assessment of the Participant at the pre-qualification stage. Following such a review, the Authority reserves the right to disqualify a Participant if the changed circumstances mean that, had they arisen before the pre-qualification process, the Participant would not have been shortlisted to be invited to tender and/or progressed to Stage 3 (Evaluation and Award Stage).

13 Consortia applications and group companies

- 13.1 Where the successful candidate is a consortium, the members of it may be required to enter into the contract (and any other ancillary contracts) with the Authority on a joint and several basis.

14 Entry into contract

- 14.1 Tenders received will be offers capable of acceptance by the Authority. In addition, the Authority may draw up a contract for signature by it and the successful Participant. All tenders submitted to the Authority must remain open for acceptance for a period of 90 days from the Tender closing date.

15 Incomplete Tenders

- 15.1 Participants must ensure that all documentation has been properly completed and that all information requested in this ITT has been clearly and accurately stated in the tender submission, as failure to do so may result in the tender submission not being considered. Likewise, if a Participant fails to provide any documentation subsequently requested as part of a Request for Documentation, this could result in the Participant being excluded from the tender process thereafter.
- 15.2 If it is apparent that a Participant has submitted a fundamentally non-compliant tender submission in respect of any of the ITT requirements, the Authority may choose to reject that Tender and continue to assess the other Tenders, as appropriate. However, clarification may be sought from such a Participant to determine whether their tender submission could be made complete and compliant. In the event that the Authority requires clarification in respect of such a tender submission, this must be provided to the Authority within two (2) Working Days of request.

16 Abnormally Low Tenders

- 16.1 Where the Authority considers any Tender to be abnormally low, the Authority will request an explanation, in writing, from the Participant of the prices or costs proposed in a Tender; and assess the information provided in response by the Participant. If the explanations and information provided do not account, to the Authority's satisfaction, for the level of prices or costs proposed in the Tender, the Authority may reject the Tender.

SCHEDULE 3: SUBMISSION REQUIREMENTS

Part A

1. The Authority requires Participants to make their submissions in the form of the document issued with this ITT. Part B of this Schedule 3 contains the form of the tender submission.
2. Participants must complete the documents specified at Part B of this Schedule 3 in the form provided.
3. For consistency, all participants are required to complete the questions and provide the information directly within the ITT document unless requested otherwise. Submitting information in separate documents may cause confusion for the evaluation panel and makes it more difficult and time consuming to confirm whether all required information has been provided.
4. Participants should not seek to change the order of the information in the form. The text under each heading describing the required content of the section should be deleted and the Participant's text inserted in its place.
5. The documents which require signatures should be signed and submitted. Electronic signatures will be accepted.
6. To help the evaluation panel easily match each piece of evidence to the relevant question, please label every document with the corresponding question number and prefix it with both the question number and your company name.

Part B

TENDER SUBMISSION TEMPLATE

1. **Procurement specific questionnaire (PSQ)**
Please provide a completed PSQ (enclosed at Schedule 7).
2. **Price**
Please provide a completed Pricing Schedule (enclosed at Schedule 6). All costs should be stated in pounds sterling (£) excluding VAT.

3. **Quality**

Please provide a completed Technical Questionnaire (enclosed at Schedule 8).

4. **Form of submission certificate**

The submission should include the signed submission certificate in the format enclosed at Schedule 4.

5. **Offer**

The submission should include the signed offer in the format enclosed at Schedule 10.

SCHEDULE 4: SUBMISSION CERTIFICATE

This certificate must be printed on the headed paper of the Participant in the form of a letter addressed to the Authority. The certificate must be returned with each submission.

1. **Date**

This certificate is dated [Participant to insert date]. It relates to our submission for the Invitation to Submit a Tender for the Legionella and Pseudomonas Sampling and Testing.

2. **Procurement specific questionnaire (PSQ) confirmation**

We confirm that our response to the procurement specific questionnaire is true and accurate in all material aspects as at the date of this certificate.

3. **Canvassing**

We certify that in making this submission we have not (and will not have before the award of any contract for the work):

- a. offered any inducement, fee or reward to any member or officer of the Authority or any person acting as an adviser for the Authority in connection with the Project; or
- b. done anything which would constitute a breach of the Bribery Act 2010; or
- c. canvassed any of the persons referred to in clause 3a of this Submission Certificate in connection with the Project; or
- d. contacted any officer of the Authority prior to the contract being awarded about any aspect of the Project in a manner not permitted by this procurement (including without limitation a contact for the purposes of discussing the possible transfer to our employment of such officer for the purpose of the Project).

4. **Non-collusion**

We certify that this submission is made in good faith and that we have not (and will not have before the award of any contract for the work):

- a. fixed or adjusted the amount of our submission by or in accordance with any agreement or arrangement with any other Participant; or
- b. entered into any agreement or arrangement with any other person that the other person shall refrain from making a submission or as to the amount of any submission to be submitted; or
- c. caused or induced any person to enter into such agreement as is mentioned in either clauses 4a or 4b of this Submission Certificate or to inform us of the amount or approximate amount of any rival submission; or
- d. communicated to any person other than the Authority the amount or approximate amount of our proposed submission (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the submission or where both are acting as members of a consortium which has made a submission).

5. **Use of Artificial Intelligence**

We certify that we have clearly identified any text forming part of our submission which has been generated by artificial intelligence or machine learning tools, including large language models, and that any such text has been checked and verified for accuracy.

In this certificate, the word "person" includes any persons and anybody or association, corporate or unincorporated; any "agreement" or "arrangement" includes any transaction, formal or informal and whether legally binding or not; and "work" means the work in relation to which this submission is made.

Signature {.....}

in the capacity of {.....}

Name (Block Capitals) {.....}

Authorised to sign the submission for and on behalf

of {.....}

SCHEDULE 5 – SPECIFICATION

Please refer to the accompanying Technical Specification.

- *LGM37147 Technical Specification V1.0 2026-03-30.pdf*

SCHEDULE 6 – PRICING SCHEDULE

Please complete the accompanying Pricing Schedule and return with your submission.

- *LGM37147 Pricing Schedule V1.0 2026-03-30.xlsx*

SCHEDULE 7 – PROCUREMENT SPECIFIC QUESTIONNAIRE (PSQ)

Please complete the accompanying Procurement Specific Questionnaire (PSQ) and return with your submission.

- *LGM37147 PSQ Response V1.0 2026-03-30.docx*

Current government guidance:

[PA23 Procurement Specific Questionnaire V2.0.docx](#)

SCHEDULE 8 – TECHNICAL QUESTIONNAIRE (60% Weighting)**Q1. Implementation Plan (question weighting – 5)**

The contract is expected to start on 1st July 2026.

Please provide a detailed implementation plan demonstrating key tasks, time frames and resources required to ensure the contract will commence on time.

Response:

Q2. Method Statements (question weighting – 5)

It is essential all works carried out are completed in line with the Technical Specification and are conducted in a safe and appropriate way.

Please provide method statements relevant to the service required in the Technical Specification.

Each statement must outline the tasks related to this contract, as well as a step-by-step guide on how to do the job safely.

Response:

Q3. Risk Assessments (question weighting – 5)

Please provide copies of your risk assessments for all works detailed in the Technical Specification.

Each statement must detail any hazards in completing the works in this contract, the severity of the risk and what measures you will take to reduce any risks to an acceptable level.

Response:

Q4. Ad-hoc Work Process (question weighting – 5)

The Authority must be able to contact you quickly and easily with requests for ad-hoc sampling/testing.

Please describe the process to be followed for them to get in contact with you, and your expected timescales for resolution.

Response:

Q5. UKAS Accreditation (question weighting – 5)

The Authority needs to ensure any labs used by the winning Contractor are UKAS approved.

Please provide details of labs that will be used along with their relevant UKAS accreditations.

Response:

Q6. Sample Collection Process (question weighting – 5)

The Authority needs to ensure you have a robust procedure in place for the collection of samples as per the Technical Specification.

Please provide details of the process you will use for the collection of samples.

Response:

Q7. Support In the Event of Failing Results (question weighting – 5)

The Authority needs to ensure it receives the support of the winning Contractor.

Please provide details of support provided to site in the event of failing results.

Response:

Q8. Resource (question weighting – 5)

The Authority is looking for evidence that sufficient resource will be allocated to the contract.

Please explain how you will ensure you have sufficient resource to meet the Technical Specification.

Response:

Q9. Holiday and Sickness Cover (question weighting – 5)

The Authority is looking for evidence that sufficient resource will be allocated in the event of holidays and sickness to fulfil the contract.

Please explain how you will meet the Technical Specification in the event of holiday and sickness.

Response:

Q10. Contractor Staff Training (question weighting – 5)

The Authority would like to be confident that all staff involved in delivering the Service are properly trained.

- a) Please describe how you ensure that all staff engaged in the delivery of these Services are qualified/trained to the required level (e.g. BSEN ISO 5677 as per Technical Specification), and how the training is maintained.
- b) Please provide a training matrix for the staff who will be involved in delivering this service.

Response:

Q11. Escalation Procedure (question weighting – 5)

The Authority is looking for evidence that they will be able to quickly escalate any service issues so that the issue can be dealt with quickly and efficiently.

Please provide details of the escalation procedure within your organisation for resolving service issues.

Response:

Q12. Sub-contractors (question weighting – 5)

If you intend to use sub-contractors, please describe how you will manage them so they maintain the quality standards and other requirements set out in the Technical Specification.

Please include specific details of procedures and checks you have in place to monitor them in the delivery of the Service, including any KPIs applied.

If you do not use sub-contractors, please state below and full marks will be awarded for this question.

Response:

Q13. Exit Strategy (question weighting – 5)

You should have an exit strategy at 'end of contract' or 'contract termination' to:

- Maintain service continuity for a minimum of three months.
- Deliver a planned withdrawal of the Services in consultation with the Authority.

Please explain/provide your exit strategy.

Response:

SCHEDULE 9 – SOCIAL VALUE (10% Weighting)

Q1. Fair Working Conditions (question weighting – 5)

Requirement:

Q1: Please set out, in a method statement and project plan, the specific, measurable and time bound commitment(s) your organisation will make to deliver fair working conditions, and the following Award Criteria below.

Social value model award criteria and sub-criteria

Detail how, through the delivery of the contract, how your organisation will provide fair working conditions.

The content of the method statement and project plan should contain the following elements, and be relevant to the delivery of the subject matter and contract.

Activities that demonstrate and describe the Supplier's existing or planned activities for the contract workforce:

- Providing opportunities for, and measuring and monitoring of, staff workforce conditions over time, including employee engagement, involvement in decision-making and satisfaction and adapting to any changes in the results, with clear processes for acting on issues identified
- Plans to engage the contract workforce in deciding the most important workplace issues to address
- Ensuring new workers are informed of their right to join a trade union
- Monitoring of employee engagement rates (by protected characteristic) and, where necessary, the development of actions to ensure all voices are heard across the diversity of the workforce
- Employment contracts that reflect actual hours worked; steps taken to ensure employees understand their contracts and have the ability to review and adjust them if actual hours regularly exceed contracted hours
- Activities that support an environment where staff are educated about, and feel empowered to, address their physical wellbeing. Illustrative examples include sleep, nutrition, physical activity, smoking, alcohol use, financial literacy and pension planning
- Activities that support an environment where staff are educated about and feel empowered to report and address bullying and harassment

- Activities to cascade good practice on fair working conditions throughout the supply chain
- Offer a pay and leave entitlement to all eligible staff who become kinship carers, ideally equivalent to statutory adoption pay and leave

Additional award Criteria

Your response will be evaluated using the above Social Value Model Award Criteria and the following additional award criteria:

- The response includes a specific, measurable and time-bound commitment (minimum requirement to score points)
- The response includes a description of how the commitment meets the award criteria
- The response includes a description of how you will influence staff, suppliers, customers and communities (as appropriate) through the delivery of the contract to deliver the Social Value Outcome, for example: engagement, co-design/creation, training and education, partnering/collaborating, volunteering.
- Transparency - any plans for publishing your commitments and performance
- The response includes a timed project plan setting out how you will implement your commitment and by when, including:
 - Timed action plan
 - Proposed metrics you will use to monitor the contract (if your offer relates to a metric listed in the Social Value Model, you should use the appropriate Standard Reporting Metric).
 - Tools/processes used to gather and monitor performance
 - Governance, including nominated escalation points
 - Feedback and improvement procedures in place

Metrics:

- Number of people working on the contract (aged 16 and above) who have a permanent contract.

Response:

Q2. Learning and skills development opportunities relevant to the contract to address skills gaps (question weighting – 5)

Requirement:

Q2: Please set out, in a method statement and project plan, the specific, measurable and time bound commitment(s) your organisation will make to deliver learning and skills development opportunities relevant to the contract to address skills gaps.

Social value model award criteria and sub-criteria

Detail how, through the delivery of the contract, your organisation's approach to delivering learning and skills development opportunities relevant to the contract to address skills gaps.

The content of the method statement and project plan should contain the following elements, and be relevant to the delivery of the subject matter and contract.

Activities that demonstrate and describe the supplier's existing or planned:

- Understanding of employment and relevant skills issues, and of the education and training issues relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, geographic/local community and skills/employment challenges
- Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications
- Activities to support relevant sector related skills growth and sustainability in the contract workforce. Illustrative examples: careers talks, curriculum support, literacy support, safety talks and volunteering
- Delivery of apprenticeships, supported internships and T Level industry placement opportunities (Level 2, 3 and 4+) in relation to the contract

Additional award Criteria

Your response will be evaluated using the above Social Value Model Award Criteria and the following additional award criteria:

- The response includes a specific, measurable and time-bound commitment (minimum requirement to score points)
- The response includes a description of how the commitment meets the award criteria
- The response includes a description of how you will influence staff, suppliers, customers and communities (as appropriate) through the delivery of the contract to deliver the Social Value Outcome, for example: engagement, co-design/creation, training and education, partnering/collaborating, volunteering.
- Transparency - any plans for publishing your commitments and performance
- The response includes a timed project plan setting out how you will implement your commitment and by when, including:
 - Timed action plan
 - Proposed metrics you will use to monitor the contract (if your offer relates to a metric listed in the Social Value Model, you should use the appropriate Standard Reporting Metric).
 - Tools/processes used to gather and monitor performance
 - Governance, including nominated escalation points
 - Feedback and improvement procedures in place

Metrics:

- Number of training opportunities (Level 2, 3, and 4+) other than apprentices created or retained under the contract.
- Number of people-hours of learning interventions delivered under the contract, by UK region.

Response:

Q3. Deliver additional environmental benefits in the performance of the contract (question weighting – 5)

Requirement:

Q3: Please set out, in a method statement and project plan, the specific, measurable and time bound commitment(s) your organisation will make to deliver additional environmental benefits in the performance of the contract, including working towards net zero greenhouse gas emissions and use of clean energy and green technologies, and the following Award Criteria below.

Social value model award criteria and sub-criteria

Detail how, through the delivery of the contract, your organisation's approach to delivering additional environmental benefits in the performance of the contract.

The content of the method statement and project plan should contain the following elements, and be relevant to the delivery of the subject matter and contract.

Activities that demonstrate and describe the supplier's existing or planned:

- Understanding of opportunities for additional environmental benefits delivery in the performance of the contract, including working towards net zero carbon emissions and use of clean energy and green technologies
- Illustrative examples include:
 - conducting pre-contract engagement activities with a diverse range of organisations in the market to support the delivery of additional environmental benefits in the performance of the contract
- Collaborative ways of working with the supply chain to deliver additional environmental benefits in the performance of the contract, including working towards net zero carbon emissions and use of clean energy and green technologies
- Delivery of additional environmental benefits through the performance of the contract, including working towards net zero carbon emissions and use of clean energy and green technologies
- Illustrative examples include:
 - enhancing the natural environment such as habitat creation, increasing biodiversity such as increased numbers of pollinators

- green space creation in and around buildings in towns and cities, e.g. green walls, utilising roof tops for plants and pollinators
- improving air quality
- use of clean energy
- use of green technologies

Additional award Criteria

Your response will be evaluated using the above Social Value Model Award Criteria and the following additional award criteria:

- The response includes a specific, measurable and time-bound commitment (minimum requirement to score points)
- The response includes a description of how the commitment meets the award criteria
- The response includes a description of how you will influence staff, suppliers, customers and communities (as appropriate) through the delivery of the contract to deliver the Social Value Outcome, for example: engagement, co-design/creation, training and education, partnering/collaborating, volunteering.
- Transparency - any plans for publishing your commitments and performance
- The response includes a timed project plan setting out how you will implement your commitment and by when, including:
 - Timed action plan
 - Proposed metrics you will use to monitor the contract (if your offer relates to a metric listed in the Social Value Model, you should use the appropriate Standard Reporting Metric).
 - Tools/processes used to gather and monitor performance
 - Governance, including nominated escalation points
 - Feedback and improvement procedures in place

Metrics:

- Annual reduction in carbon emissions arising from the performance of the contract, measured in metric tonnes carbon dioxide equivalents (MTCDE).

- Annual reduction in water use arising from the performance of the contract, measured in litres
- Annual reduction in waste to landfill arising from the performance of the contract, measured in metric tonnes
- Size of green spaces in m2 created under the contract, by UK region

Response:

SCHEDULE 10 – OFFER

This offer is dated [insert date]. It relates to our submission for the Invitation to Submit a Tender for the **Legionella and Pseudomonas Sampling and Testing at University Hospitals of Morecambe Bay NHS Foundation Trust (UHMBT), ref. LGM37147.**

Our submission to you (UHMBT) is an offer which is capable of legal acceptance by you to create a contract between us. This offer shall remain valid and in effect for a period of 90 days following the date of submission.

Signature|.....|

in the capacity of|.....|

Name (Block Capitals)|.....|

Authorised to sign the submission for and on behalf

of|.....|

SCHEDULE 11 – TERMS AND CONDITIONS OF CONTRACT

Any contracts arising from this procurement process shall be subject to the NHS Terms and Conditions for the Provision of Services with Maintenance Schedule. A copy can be obtained from:

[HTTPS://WWW.PROCUREMENTSERVICES.CO.UK/MEDIA/X5WKKZWG/NHS-TERMS-CONDITIONS-PROVISION-OF-SERVICES-PO-VERSION-PA23.PDF](https://www.procurement-services.co.uk/media/x5wkkzgw/nhs-terms-conditions-provision-of-services-po-version-pa23.pdf)