**REQUEST FOR INFORMATION**

**REFERENCE NO: 700220317**

**CUSTOMER:**  Defence Medical Services, , Ministry of Defence (The Authority)

**START DATE:** 21st November 2024

**DATE RESPONSE REQUIRED:**  10th December 2024

Dear Potential Provider,

The Authority would like to notify you of a potential future upcoming requirement, and by doing so we are keen to understand where the market stands in terms of the requirement outlined below.

This Request for Information (RFI) seeks input relating to the following:

An academic Supplier to support the DMAcad as an Academic Partner to co-deliver and validate the BSc (Hons) in Environmental Health Studies, commencing September 2025 to cover 3 intakes.

The expectation is for this course design to be achieved and accredited (CIEH) between April 2025 and end of July 2025. The provider must:

* Be delivering an existing (CIEH) accredited BSc/MSc programme.
* Be able to provide the partnership and support throughout the proposed term of contract.
* Be able to provide tuition in accordance with the validated Programme Handbook.
* Be able to train up to 16 military students per year in accordance with the BSc (Hons) programme.

Please note the following general conditions:

• This RFI will help us to refine the requirements.

• We reserve the right not to proceed with this procurement. Nothing shall constitute a commitment to instigating a formal procurement process.

• Any and all costs associated with the production of such a response either to an RFI or any resultant competition shall be borne by the Supplier. The Authority will not contribute in any way to meeting costs of any response.

• Information contained within this document is confidential and must not be revealed to any third party without prior written consent from us.

• No down-selection of Potential Providers will take place as a consequence of any responses or interactions relating to this RFI.

• We expect that all responses to this RFI will be provided by Potential Providers in good faith to the best of their ability in the light of information available at the time of their response.

• No information provided by a Potential Provider in response to this RFI will be carried forward, used or acknowledged in any way for the purpose of evaluating the Potential Provider, in any subsequent formal procurement process that may take place.

• Should a Potential Provider fail to respond to this RFI, it will not affect any further participation in any possible future procurement for this capability.

**BRIEF OUTLINE OF REQUIREMENT**

**INTRODUCTION**

1. The Defence Medical Acadamey (DMAcad) is responsible for the provision of medical training for the Defence Medical Service (DMS) community, including Environmental Health Practitioners. Whilst much of this training is delivered using internal assets, this also requires external involvement and validation from an Academic Partner.

**BACKGROUND**

1. Currently Military Environmental Health students complete a 4-year course to qualify as an Environmental Health Practitioner (known as Class One status in the Army), which includes award of a BSc (Hons) Degree in Environmental and Occupational Health. The academic award is validated by a Contractor, which delivers eight of the nineteen modules. The remaining course content is developed and delivered by the Department of Environmental and Occupational Health (DEOH) at DMAcad. The course is to be accredited by the Chartered Institute of Environmental Health (CIEH).
2. The Authority has a requirement for an academic Supplier to support the DMAcad as an Academic Partner to co-deliver and validate the BSc (Hons) in Environmental Health Studies, commencing September 2025 to cover 3 intakes.
3. The delivery of the training will be required to meet the Defence need for Environmental Health Practitioners and will be hybrid learning to be carried out at DMS Whittington (Lichfield) and the providers establishment as specified in the training programme. This is to be achieved by a blended learning 4-year BSc (Hons) programme, the academic contractor is required to deliver a comprehensive service to validate and part deliver the BSc (Hons) in Environmental Health Studies, which must be accredited by the CIEH.

**CURRENT SITUATION**

1. The current provision of these services is outsourced to a Contractor with the

most recent enrolment being 2024.

1. A more detailed, draft Statement of Requirement and handbook is attached but to note this is still a work in progress and is subject to change at any time.

**OUR AIMS – WHAT WE WANT TO ACHIEVE FROM THIS RFI**

The Authority is looking to understand the shape of the current market and whether one or more Potential Providers can deliver the outline requirement as attached to this RFI. To that end the Contracting Authority has a number of questions it would like a Potential Provider to respond to the Authority as follows:

1. Is this requirement something your organisation would potentially be interested in?
2. Can your organisation meet the full requirements as set out above?
   1. If so, please give a brief description of how you can meet them
   2. If not, please outline which elements cannot be met and why
3. Please provide any feedback/questions you may have regarding the requirement above.

**OUR TIMETABLE**

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| **DATE** | **ACTIVITY** |
| 21st November 2024 | Publication of the Request for Information |
| 21st November 2024 | Clarification period starts |
| 17:00hrs: 28th November 2024 | Clarification period closes |
| 17:00hrs: 3rd December 2024 | Deadline for the publication of responses to RFI Clarification questions |
| 17:00hrs: 10th December 2024 | RFI Response Period Closure |

**POTENTIAL PROVIDER QUESTIONS AND CLARIFICATIONS**

* Potential Providers may raise questions or seek clarification regarding any aspect of this RFI document at any time prior to the Clarification Period Closure, as detailed in 'our timeline'. Questions must be submitted to Karina.Dosanjh101@mod.gov.uk
* To ensure that all Potential Providers have equal access to information regarding this potential procurement, responses to questions raised by Potential Providers will be provided to all that responded to this RFI.
* Responses to questions will not identify the originator of the question.
* If a Potential Provider wishes to ask a question or seek clarification without the question and answer being published in this way, then the Potential Provider must notify the Authority and provide its justification for withholding the question and any response. If the Authority does not consider that there is sufficient justification for withholding the question and the corresponding response, the Potential Provider will be invited to decide whether:
  + the question/clarification and the response should in fact be published; or
  + It wishes to withdraw the question/clarification.