

**Tender – Rapid Procurement Process**

CCTV Cameras, System and Support

The University of Chichester

**Latest date for Return – 17 April 2022 17:00 GMT**

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1. Introduction and general background
   1. Purpose of this tender document

The purpose of this tender is to enable suppliers to demonstrate expertise and compliance with the University’s requirements, and to enable the University to assess the most economically advantageous solutions to its requirements, using the prescribed tendering methodology for requirements of this size and nature.

* 1. Background to this tender

The University of Chichester is seeking a CCTV expert, for supply and installation of hardware, and to provide a centralised software solution to enable live, and recorded CCTV. The University will also be seeking a maintenance arrangement to ensure, secure, reliable operation. The University has existing CCTV cameras and systems, established across its two campuses, and its various accommodation (see Schedule 1).

CCTV is primarily for safeguarding, and the existing CCTV is mainly external cameras around building door-ways. This has grown over several years, and its existing components are of variable quality. This consists of around 115 IP based cameras, and uses a legacy management system called Milestone. In addition to our Campus locations, the University has off-campus Halls of Residence, at Stockbridge, and Fishbourne. These whilst connected to the Campus networks etc, have localised systems that we require to be linked in to the core systems in the future. The University is in the early stages of beginning to build new Halls of Residences, on its Bognor Regis Campus, and will likely refurbish, demolish and rebuild some of the Halls of Residences at the Chichester Campus.

Through this tender, we expect to enter into a partnership process, and to design, install, and transition to the new facilities as quickly as is reasonably possible, and especially through making good use of the period from May onwards when there are less students on premises. During this time, we can rely on a existing facilities,

* 1. High level requirements

Consequently, what we need is to incorporate where possible and replace where not, the existing cameras, into a single centralised software system that enables recording and viewing of live CCTV images. The system, and cameras should be extendible to incorporate new schemes, with a maintenance, and call-out repair process.

We anticipate that cameras will be IP based, Powered over Ethernet (POE), and will have variants that are waterproofed for external use. These will need to enable recording in high definition, color and infra-red for night time and low light situations. Due to locations, some cameras may require to be zoomed, and there is potential for mostly fixed cameras, with some that may need remote power/tilt/zoom facilities. However, we are keen to learn from CCTV experts on what are the best, most sustainable options.

We anticipate a modern, supported centralised management system. This should have the facility to enable remote viewing as well as to enable roles based access in campus, and Halls of Residence locations (Security offices for example). This should have simple, customisable camera selections, with presets. Our aim is for low environmental impact through low power use, but also high security, particularly to ensuring that Camera images are end to end between the camera, and the management system. Whilst not an immediate requirement, we would expect the management system, and cameras to enable new facilities such as face recognition.

In the first instance, our aim is to transition old, and or new cameras to present their images to the central management system. The initial costings for this should be based on Schedule 1.

* 1. The bidding process

We ask that you contact us only through the email account [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). This includes for your submission, and any questions you may have. We are obliged by the Public Contacts Act (2015) and by our own financial regulations to undertake a competitive process. In this case the perceived value of the tender, process requires us to obtain 4 tenders. To help us assess quotations we have added a questionnaire, and ask that you complete this to help us understand the value your company can achieve.

We have set out questions in this document to enable additional work and variations to be described. We are happy to accept additional documentation, however please ensure that what is submitted in this document tells us enough to come to a view as to why your company should be selected. Depending in the number, range and clarity of bidders, we may consider a short-list and interviewing process.

* 1. Seeking clarification

For all queries please contact us by email [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk). Please note that during the tender period you should not contact University staff directly, as this might be considered canvassing, and in which case the University might need to exclude your organisation from the tender process.

Please note that dependent upon the nature of the enquiry, and in so much as it does not identify your organisation, the answers to any questions you raise may be made available to all suppliers who have expressed interest in this tender, via being published on the website; <https://help.chi.ac.uk/tenders>

* 1. Procurement timetable

The procurement project is working to the following timescale:

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| Stage | Key Dates |
| Publication of Tender Notice | 17/3/22 |
| Closing Date for submission | 17/4/22 (17:00) |
| Award | Appointment Notice + 10 Days |

* 1. Submission details

You are welcome to notify the University with your ‘Expression of Interest’ but please do send your completed submission (including a completed version of this document) to the University by the closing date (17 April 2022 at 17:00), to [tenders@chi.ac.uk](mailto:tenders@chi.ac.uk).

Please note, we cannot accept tenders via 3rd party file transfer software or services

* 1. The assessment process

The University awards contracts on the basis of most economically advantageous tender. All documents submitted are assessed by a panel to ensure fairness and understanding. The panel reviews the quotation for;

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| Criteria | Weighting |
| Coherence and clarity to the University’s requirement | 30% |
| Organisational experience and capability | 10% |
| Costs Initial, additions, and maintenance) | 30% |
| Compliance with the Social Value Model | 20% |
| Added value | 10% |
| Exclusion grounds \*see ([link](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/558520/PPN_8_16_StandardSQ_Template_v3.pdf)) | Pass / Fail |

* 1. Confidentiality and Freedom of Information

All tendering documentation and correspondence are treated as strictly confidential. However, the University is subject to UK Data Protection Legislation, and the Freedom of Information Act 2000. This means that the University can be asked to disclose procurement and contracting information. Please indicate any areas of your submission that you consider should be exempted from any disclosure requests and identify why they should not be disclosed.

1. The template for your bid/quote

We have set out a template below, and ask that you use this to help us understand your bid, in a way that allows us to compare its benefits against others.

You are welcome to submit other information, but please do help us by identifying what you can do, in relation to our requirements, and do please answer the questions below where it is possible to do so.

We have deliberately avoided overloading the quotations process with the rigors of (for example) the Crown Commercial Service’s ‘reasons for exclusion’, but please note there are a number of requirements we have to ensure before entering into a contract. These range from the ownership of the companies we work with, to environmental sustainability and key questions such as your policies and approach to Modern Slavery and equal opportunity. NB there is no limit to word count here, but please bear in mind the need for clarity etc

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| --- | --- |
| 1 | Please describe your typical installation, system maintenance and camera servicing services with associated costs |
| Please set out the proposed solution, with details of the costs for installation, costs for extension (for example per camera), licensing model (and any number based thresholds), and costs for suitable periodic maintenance to the core system, and cameras. | |

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| 2 | Please set out where you believe in-situ cameras are not recyclable and identify the replacement costs |
| Given this may be an uncertain number, please identify a process of assessing suitability, and a cost per unit for replacement. | |

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| 3 | Some potential additions are set out in Schedule 2 - Please set out separately, the outline costs per camera for their installation and addition to the core management system |
| Please assume that a network point and POE injection etc will be provided | |

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| 4 | There are stand-alone CCTV services in Stockbridge, and Fishbourne Accommodation. Both have around 5-6 cameras each). These buildings are networked to campus. Please set out separately, the outline costs per camera for their installation and addition to the core management system |
| It is possible that the in-situ Cameras may be recyclable at Fishbourne, but less likely at Stockbridge | |

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| 5 | Please describe the CCTV management system you would propose |
| Please include the hosting, security and maintenance arrangements – ideally withs screen grabs to show utilities such as camera selection, and any in built camera controls | |

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| 6 | Please describe your approach to cameras, including any preferred suppliers, and how you use standards based protocols to enable recycling of existing cameras where that is appropriate |
| Please identify any specific needs such as POE Injectors, and any pre-requisites such as cabling etc | |

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| 7 | Please describe annual maintenance and licensing costs, ideally with details of warranty and call-out arrangements should an error occur |
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| 8 | Please describe the operation of the service from and administrator’s point of view |
| Note: this is a small number of people, who would have access to stored images, in for example the situation of a police led investigation, or some other formally sanctioned review. | |

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| 9 | Please describe the operation of the service from a service user’s point of view |
| Note: This would be for where there are security staff, with a pre-agreed set of live images from cameras displayed to them on for example a screen in the security offices. | |

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| 10 | Please describe how images are stored, tagged and retrieved |
| For example, time/date, data retention etc  Please identify facilities for exporting images, and tags (date / time recorded etc in a system independent format (for example, for evidence should there be a police investigation) | |

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| 11 | Please provide examples of customer facing privacy statement, incorporating policies to satisfy GDPR etc. |
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| 12 | Please tell us something about you and your organisation, for example in relation to the social value model |
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* 1. The techncial requirements

To comply with the Public Contracts Act 2015 and our own financial regulations, before it makes any final decisions, the University is required to ensure that any supplier meets a number of key characteristics. As well as ensuring suitability and value these include areas, such as how you comply and support the Modern Slavery Act and the various aspects of the Social Value Model.

Please note that during the contacting phase of this procurement, we will ask questions about;

* The status and formation of your company
* The ownership of your company, and any exclusion grounds (for example convictions)
* Any sub-contractors that you might use
* Economic and financial standing
* Technical and professional ability (potentially to access references of relevant existing customers)
* Compliance with statutory obligations (Modern Slavery Act)
* Liabilities Insurance

How your company supports the Social Value Model (including recovering from Covid 19, tackling inequality, fighting climate change, equal opportunity and wellbeing). Principles of the SVM are described in Schedule 3

Schedule 1: Existing CCTV

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| --- | --- | --- | --- |
| Campus | Building | ID | Notes |
| BOC | Academic Building | 11 | Bus Stop, Gatehouse, Short Stay car park |
| BOC | Springfield | 27 | Accommodation Offices |
| BOC | Hammond, Spring Field Gates | 28 |  |
| BOC | Hammond, Chilgrove, Laundry Path | 29 |  |
| BOC | Health One | 1 | Disabled bays, Health One side access |
| BOC | Health One | 2 | TBC |
| BOC | Health One | 3 | Side car park to rear of Building |
| BOC | Health One | 4 | Rear of Building |
| BOC | Health One | 5 | Rear and Sports |
| BOC | Health One |  | Foyer |
| BOC | Dance Buildings | 12 | Staircase to SU, LRC Right side car park |
| BOC | Dance Annex | 15 | Student Union Right side staircase |
| BOC | Dance Annex | 16 | Workshop, Healthone & Road Springfield |
| BOC | Dance Annex | 58 | Pathway to the Pavilion |
| BOC | Food Court (Baisley Court) | 13 | SU Shop and Courtyard, Holts & Showroom |
| BOC | Food Court | 14 | Left Holts and Otters, SU Shop & Courtyard |
| BOC | Food Court | 17 | TBC |
| BOC | Food Court | 18 | Springfield Lawn towards Chapel |
| BOC | Food Court | 37 | Entrance to Chapel |
| BOC | Gatehouse | 41 | TBC |
| BOC | Gatehouse | 42 | Governors Car Park entrance, Bollards to College Ln |
| BOC | Gatehouse | 43 | TBC |
| BOC | Hammond 1 | 30 | Laundry |
| BOC | Harting | 31 | Laundry |
| BOC | LRC | 1 | Disabled Bays and academic Building |
| BOC | LRC | 2 | Gatehouse, Short Stay Car park |
| BOC | LRC | 3 | Away from Entrance to LRC towards Academic Bld |
| BOC | LRC | 4 | Road way from Main entrance to Lodge |
| BOC | LRC | 5 | Lodge and Road |
| BOC | LRC | 6 | Road from LRC to Dance, Ltd LRC Car park |
| BOC | LRC | 7 | LRC Car park |
| BOC | LRC | 8 | Right of SU sports field |
| BOC | LRC | 9 | SU Sports Field towards Oaklands Path |
| BOC | LRC | 10 | Oaklands Path |
| BOC | New Hall | 32 | New Hall Square back Chilgrove |
| BOC | New Hall | 33 | Side of New Hall Facing New Music |
| BOC | New Hall | 34 | Front of New Hall inc Surgery back of Amberley |
| BOC | New Hall | 35 | New Hall to Science block |
| BOC | New Hall | 36 | TBC |
| BOC | Tudor Hale (SARC) | 47 | Sarc towards Dome main door and back of New hall |
| BOC | Tudor Hale (SARC) | 48 | Bike Sheds towards Rugby pitches |
| BOC | Tudor Hale (SARC) | 49 | Astro Turf Main entrance |
| BOC | Tudor Hale (SARC) | 50 | Astro Turf |
| BOC | Tudor Hale (SARC) | 51 | Rear of Cloisters lawn side of the astro turf |
| BOC | Tudor Hale (SARC) | 52 | Side of sports pointing towards astro turf |
| BOC | Site Workshop | 19 | Workshop towards Dance Annex road |
| BOC | Site Workshop | 20 | Workshop towards Health one & Compound Road |
| BOC | Site Workshop | 21 | Right of Health one path to Plumbers workshop |
| BOC | Site Workshop | 22 | Garage & Springfield Gates towards Hamond |
| BOC | Sports Dome | 44 | Access Via Hospital Gate and Gardeners workshop |
| BOC | Sports Dome | 45 | Side of new Music |
| BOC | Sports Dome | 46 | Side of The Dome towards Sarc |
| BOC | Sports Field | 53 | Path from College Lane alongside Astro Turf |
| BOC | Sports Field | 54 | Path From Astro turf towards college Lane access |
| BOC | Sports Field | 55 | Entrance from College Lane leading to Astro Turf |
| BOC | Sports Field | 56 | Path from College to Rugby Pitch |
| BOC | Sports Field | 57 | TBC |
| BOC | University House | 38 | Bike Compound trades rest room |
| BOC | University House | 39 | Side of UH towards disabled door entrance |
| BOC | University House | 40 | Gas boiler room and side entrance to UH |
|  |  |  |  |
| PO19 8FG | Fishbourne Road | TBC | Accommodation |
|  |  |  |  |
| PO19 3HR | Stocksbridge | TBC | Accommodation |
|  |  |  |  |
| BRC | Accommodation Blocks | 62 | Side of accommodation office towards Bognor Road |
| BRC | Accommodation Blocks | 85 | Side of Accommodation towards BS courtyard |
| BRC | Accommodation Blocks | 87 | BS Courtyard and steps |
| BRC | Accommodation Blocks | 88 | Pathway alongside Otters |
| BRC | Accommodation Blocks | 89 | Pathway alongside Long brook |
| BRC | Accommodation Blocks | 90 | Road leading into BS car Park towards long brook |
| BRC | Accommodation Blocks | 91 | Accommodation office towards Charlotte House |
| BRC | Assembly Theatre | 65 | Side of Theatre towards Mordington & Car park |
| BRC | Assembly Theatre | 66 | Theatre towards front of Dome |
| BRC | John Parry Centre | 68 | Bike Sheds and Gardeners compound |
| BRC | John Parry Centre | 69 | Mean Lane Car park towards entrance |
| BRC | John Parry Centre | 70 | Mean Lane Car park towards entrance |
| BRC | John Parry Centre | 71 | Rear of John Parry Centre towards LRC |
| BRC | John Parry Centre | 72 | Side of John Parry towards back of Dome |
| BRC | John Parry Centre | 73 | Side of John Parry Paved area leading to LRC Annex |
| BRC | Lodge | 60 | Lodge to Main Entrance & Bognor Road |
| BRC | Lodge | 61 | Lodge Car Park to wards St Michaels |
| BRC | LRC | 77 | Side of LRc towards Back of St Michaels and the HUB |
| BRC | LRC | 78 | Side of LRC towards Hub and St Michaels |
| BRC | LRC Annex | 74 | Front of the paved annex area and Dome |
| BRC | LRC Annex | 75 | Out of action |
| BRC | LRC Annex | 76 | Rear of annex towards Mead land entrance |
| BRC | Misc. Cameras | 67 | Rear of the Dome |
| BRC | Misc. Cameras | 80 | The Hub towards St Michaels |
| BRC | Misc. Cameras | 86 | Side of Compound leading to Old Gym dance studio |
| BRC | Musical Theatre 1 | 63 | Side of the dome towards the road from the Lodge |
| BRC | Musical Theatre 1 | 64 | Side Of St Michaels |
| BRC | Musical Theatre 2 | 81 | Side of the LRC |
| BRC | Musical Theatre 2 | 82 | Basket ball area towards the Side of LRC |
| BRC | Musical Theatre 2 | 83 | Dance studios old Gym towards BS Car Park |
| BRC | Musical Theatre 2 | 84 | Compound & BS Car Park |
| BRC | Tech Park External | 100 | Tech park forecourt towards accommodation office |
| BRC | Tech Park External | 102 | Side of Tech park towards the roundabout entrance |
| BRC | Tech Park External | 103 | Side access by studio one |
| BRC | Tech Park External | 105 | Entrance road to the forecourt tech Park |
| BRC | Tech Park External | 106 | Tech Park Bike Sheds |
| BRC | Tech Park External | 107 | Studio one onto main forecourt |
| BRC | Tech Park External | 108 | Main Road grass area |
| BRC | Tech Park External | 109 | Tech Park access barriers |
| BRC | Tech Park External | 110 | Rear Bike shed and rear Car parking Tech park |
| BRC | Tech Park External | 111 | Tech Side of main court Yard toward stage one |
| BRC | Tech Park External | 112 | Side road from Courtyard towards barriers |
| BRC | Tech Park External | 113 | Plant rooms rear of tech park |
| BRC | Tech Park Internal | 92 | Walkway from reception to tech side |
| BRC | Tech Park Internal | 93 | Upper Landing in Tech side |
| BRC | Tech Park Internal | 94 | Entrance from the main bridge and Bike Sheds |
| BRC | Tech Park Internal | 95 | Tech emergency access |
| BRC | Tech Park Internal | 96 | Tech side towards Reception area |
| BRC | Tech Park Internal | 97 | side doors leading to BS side road |
| BRC | Tech Park Internal | 98 | Main Doors Front |
| BRC | Tech Park Internal | 99 | Starbucks Coffee shop |
| BRC | Tech Park Internal | 101 | Side of entrance from Bridge and computers |
| BRC | Tech Park Internal | 104 | Side Emergency access towards car park |

Schedule 2: Potential Extensions to CCTV

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| --- | --- | --- | --- |
| Campus | Building | ID | Notes |
| BOC | Havenstoke |  | Havenstoke Houses & Rear Gardens |
| BOC | Sports Files (North) |  | Pathway that leads from Havenstoke to the Pavilion |
| BOC | Oaklands |  | Oakland Entrance, Side & Rear |
| BOC | LRC |  | LRC path towards Oaklands |
| BOC | NW of Health One |  | Car park areas leading up to overflow Car park |
| BOC | Food Courtyard |  | Otters Court yard |
| BOC | Gatehouse |  | Gatehouse |
| BOC | Music Block |  | New Music |
| BOC | New Hall |  | New Hall towards Sunken Garden |
| BOC | University House |  | E Corridor Entrance |
| BOC | University House |  | Cloisters Lawn |
| BOC | LRC |  | Main Campus Entrance |
| BOC | Academic Block |  | Cameras fitted to but not functioning |
| BOC | Petworth and Iford |  | Accommodation Entrances and central area between Petworth and Ifold. |
| BOC | Sports Dome |  | Rear of Dome (Fire door facing Hospital grounds). |
| BOC | Music Block |  | Rear of Music Block covering the to St Richards |
| BOC | Pinewood |  | Pinewood Halls. Landlord Permission |
|  |  |  |  |
| BRC | Barbara Smith Halls & Longbrook |  | Accommodation Entrances |
| BRC | Tech Park |  | Tech Park external Main entrances |
| BRC | Otters / St Michaels |  | Walk through path from Lodge to otters |
| BRC | Charlotte House |  | Charlotte House |
| BRC | Mordington |  | Front and side of Mordington House. |
| BRC | Barbara Smith Halls |  | Sides and back of Barbara Smith Halls. |
|  |  |  |  |

Schedule 3: Social Value Model: Model Award Criteria

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| --- | --- | --- |
| SVM Theme | SVM Policy Outcome | SVM Model Award Criteria |
| COVID-19 Recovery | Help local communities to manage and recover from the impact of COVID-19 | Effective measures to deliver any/all of the following benefits through the contract:   * Creation of employment, re-training and other return to work opportunities for those left unemployed by COVID-19, particularly new opportunities in high growth sectors. * Support for people and communities to manage and recover from the impacts of COVID-19, including those worst affected or who are shielding. * Support for organisations and businesses to manage and recover from the impacts of COVID-19, including where new ways of working are needed to deliver services. * Support for the physical and mental health of people affected by COVID-19, including reducing the demand on health and care services. * Improvements to workplace conditions that support the COVID-19 recovery effort including effective social distancing, remote working, and sustainable travel solutions. |
| Tackling economic inequality | Create new businesses, new jobs and new skills[[1]](#footnote-2) | Effective measures to deliver any/all of the following benefits through the contract:   * Create opportunities for entrepreneurship and help new organisations to grow, supporting economic growth and business creation. * Create employment and training opportunities particularly for those who face barriers to employment and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. * Support educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. |
| Increase supply chain resilience and capacity | Effective measures to deliver any/all of the following benefits through the contract:   * Create a diverse supply chain to deliver the contract including new businesses and entrepreneurs, start-ups, SMEs, VCSEs and mutuals. * Support innovation and disruptive technologies throughout the supply chain to deliver lower cost and/or higher quality goods and services. * Support the development of scalable and future-proofed new methods to modernise delivery and increase productivity. * Demonstrate collaboration throughout the supply chain, and a fair and responsible approach to working with supply chain partners in delivery of the contract. * Demonstrate action to identify and manage cyber security risks in the delivery of the contract including in the supply chain |
| Fighting Climate Change | Effective stewardship of the environment | Effective measures to deliver any/all of the following benefits through the contract:   * Deliver additional environmental benefits in the performance of the contract including working towards net zero greenhouse gas emissions. * Influence staff, suppliers, customers and communities through the delivery of the contract to support environmental protection and improvement. |
| Equal opportunity | Reduce the disability employment gap | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to increase the representation of disabled people in the contract workforce. * Support disabled people in developing new skills relevant to the contract, including through training schemes that result in recognised qualifications. |
| Tackle workforce inequality | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to identify and tackle inequality in employment, skills and pay in the contract workforce. * Support in-work progression to help people, including those from disadvantaged or minority groups, to move into higher paid work by developing new skills relevant to the contract. * Demonstrate action to identify and manage the risks of modern slavery in the delivery of the contract, including in the supply chain. |
| Wellbeing | Improve health and wellbeing | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate action to support health and wellbeing, including physical and mental health, in the contract workforce. * Influence staff, suppliers, customers and communities through the delivery of the contract to support health and wellbeing, including physical and mental health. |
| Improve community integration | Effective measures to deliver any/all of the following benefits through the contract:   * Demonstrate collaboration with users and communities in the co-design and delivery of the contract to support strong integrated communities. * Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities. |

1. The University will welcome the opportunity to develop degree apprenticeships, internships and placements, Continuous Professional Development, as well as collaborative programmes and career pathways with suppliers. [↑](#footnote-ref-2)