

From: Freedom of Information

Sent: 06 May 2020 15:55

To:

Subject: Freedom of Information Response (Our Ref: K/20/171)

Dear

Freedom of Information Response (Our Ref: K/20/171)

Thank you for your Freedom of Information (FOI) request dated 21 April 2020 reference K/20/171

Your request read:

“This email is in relation to the security contract at University of Leeds, namely the provision of manned guarding & control room services.

Please could you kindly:

1. provide a breakdown of the University of Leeds’ annual manned guarding budget;
2. confirm when you expect the manned guarding security contract to be next tendered;
3. confirm how a supplier may register their interest in tendering for these works;
4. explain the technical reasoning behind the appointment of your incumbent security contractor;
5. confirm the scoring matrix used to evaluate tenderers in your most recent procurement exercise for security;
6. provide feedback issued to previously unsuccessful contractors for your most recent procurement exercise for security;”

The University of Leeds holds this information. For your convenience we have responded to each of your questions in turn below.

- 1. provide a breakdown of the University of Leeds’ annual manned guarding budget;**

The University spent £450k on external security services in the year 2018/19.

- 2. confirm when you expect the manned guarding security contract to be next tendered;**

The University operates a full in-house model, which is supported if necessary by a third party provider. Should the University have a similar requirement, this would

normally be retendered between three and six months prior to expiration of the current agreement, which would be between January and April 2021.

- 3. confirm how a supplier may register their interest in tendering for these works;**

The University will where possible seek to procure through established frameworks. Where no suitable framework is available the University advertises its contract opportunities on Contracts Finder and uses the e-portal [Delta](#)

- 4. explain the technical reasoning behind the appointment of your incumbent security contractor;**

The current provider was deemed the most economically advantageous tenderer following a mini competition from the NEUPC framework.

- 5. confirm the scoring matrix used to evaluate tenderers in your most recent procurement exercise for security;**

The mini competition follows framework guidelines and used award criteria of 70% Quality and 30% Cost.

- 6. provide feedback issued to previously unsuccessful contractors for your most recent procurement exercise for security;"**

The information held by the University of Leeds in relation to this element of your request is exempt under section 43(2) of the Freedom of Information Act. Section 43(2) sets out that information is exempt from disclosure if its release would or would be likely to prejudice the commercial interests of any party.

The University of Leeds provides specific feedback to unsuccessful tenderers based on their individual submissions. This feedback includes information about the service offered by the bidding company, and the expectations/requirements of the University. To reveal this information to third parties, who have not participated in the tender process, would give those organisations an unfair advantage. They would hold information of what constitutes a successful or unsuccessful bid without having to expend time and resource by participating in the tendering process, thus handing them a commercial advantage compared to their competitors. This demonstrates the prejudice which would be likely to occur as a result of the disclosure of this information.

Section 43(2) is a qualified exemption. This means that in addition to demonstrating the prejudice which would or would be likely to occur, the University of Leeds is also required to consider whether the public interest is in favour of maintaining the exemption (i.e. withholding the information).

We recognise that there is an inherent public interest built into the FOI Act, compelling organisations to release information as fully and proactively as possible. We also consider that there is a legitimate public interest in understanding that tender processes are carried out in a professional and thorough manner. However, we consider that the public interest in protecting the University's financial position and ensuring the integrity of future tender processes is particularly strong. Furthermore, we do not consider there to be any specific public interest in the disclosure of individual feedback. This information has no wider public benefit and its release would serve only to disadvantage the organisations to which it relates. As such, we are satisfied that the public interest is in favour of maintaining the exemption.

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk

Requests for Internal Review should be submitted within 40 working days of receiving the University's response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Kind regards

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds