Dear

Freedom of Information Response (Our Ref: K/21/029)

Thank you for your Freedom of Information (FOI) request dated 18 January 2021, reference K/21/029.

Your request read:

“Tender for Insurance and Associated Services

The details we require are:

• The ITT documents which were used to support the procurement of the current contract
• Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages
• Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date
• Start date & duration of framework
• Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?
• Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?
• Who is the senior officer (outside of procurement) responsible for this contract?”

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

The ITT documents which were used to support the procurement of the current contract
The University of Leeds holds this information. However, we are withholding it under section 43(2) of the FOI Act.

Section 43(2) sets out that information can be withheld if disclosure would, or would be likely to, prejudice the commercial interests of any person or organisation, unless there is an overwhelming public interest in disclosure.

In order to submit a realistic bid to provide insurance services, it is necessary for bidding organisations to be provided with extensive information of a detailed and sensitive nature. This information sets out the details on which bids can be based, and includes information such as:
• Actual and perceived risks to buildings, business continuity, members of staff, etc.
• Details of any historic insurance claims, and the circumstances in which the claim(s) arose
• Building composition, layout, entry and exit points, etc.
• Value of properties and their contents

This is not an exhaustive list.

While it is essential for bidders to have access to this information as part of the tender process, we consider that to release it to the public more widely (i.e. under the terms of the Freedom of Information Act) would be likely to prejudice the commercial interests of both the University of Leeds and the incumbent suppliers, by enabling competitor organisations to ‘undercut’ incumbent suppliers. This in turn would be likely to limit the University’s ability to secure value for money in future tender situations.

We have also considered whether the public interest is in favour of withholding or releasing the information. While we appreciate the need for transparency in relation to the awarding of public sector contracts (and indeed we are committed to such transparency), we do not consider there to be any specific public interest in the disclosure of the tender documents. They do not reveal any information about how the tender process was conducted or why the successful bidders were selected. We are therefore satisfied that the public interest is in favour of maintaining the exemption.

Suppliers who applied for inclusion on each framework/contract and were successful and not successful at the PQQ and ITT stages

Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date

We address these questions together. Please refer to the table below. All seven bidders were evaluated at the Invitation to Tender (ITT) stage.

We are withholding the annual costs under section 43(2) as outlined above.

<table>
<thead>
<tr>
<th>Lot</th>
<th>Successful Bidders</th>
<th>Unsuccessful Bidders</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Material Damage, Business Interruption, Money &amp; Minor Contract Works</td>
<td>Zurich Municipal</td>
<td>Risk Management Partners Ltd &amp; Affiliated FM</td>
</tr>
<tr>
<td>2 - Employers Liability and Public &amp; Products Liability (including Hirers Liability)</td>
<td>Zurich Municipal</td>
<td>Risk Management Partners Ltd &amp; Allianz Insurance</td>
</tr>
<tr>
<td>3 - Professional Indemnity</td>
<td>RSA Insurance Group</td>
<td></td>
</tr>
</tbody>
</table>
Start date and duration of framework
The start date of the framework was 29 September 2019, and lasts for three years.

Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?
Yes; 2 months.

Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?
No

Who is the senior officer (outside of procurement) responsible for this contract?
David Wardle, the University’s Deputy Secretary

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
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.

Yours sincerely

Chloe Wilkins
Freedom of Information Officer
E: foi@leeds.ac.uk