

Security Training

3 April 2017

Request for Information.

Thank you for your request received on 7 March. The request is set out in full in the [annex](#) to this letter.

1) Number of related contracts where a request to tender have been issued during this time period.

No formal requests to tender have been issued for the period between February 2014 and February 2017 for the services listed in your request.

However, steps were taken to source a supplier for the security training of Assembly Members, their Staff, and Commission staff, which is what we have based your request on. Our internal procurement rules stipulate that due to the low value of this contract (between £5,000 and £25,000 (excluding VAT), potential suppliers were sent an invitation to quote.

2) The start date and duration of each contract/framework.

The contract for the provision of security training of Assembly Members, their Staff, and Commission staff runs from January 2017 to April 2018.

3) The total value of each individual contract and total contracts put out for tender in this time period.

Please see our response to question 1. One contract up to the value of £25,000 has been awarded.

4) The number of applicants for each tender received and the number of suppliers selected for inclusion for each contract.

Four quotations were considered of which one supplier was successful.

Bae Caerdydd
Caerdydd
CF99 1NA

Cardiff Bay
Cardiff
CF99 1NA

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E-bost/Email: MynediadAtWybodaeth@Cynulliad.cymru
Assembly-AccessInformation@assembly.wales

5) *Pre-determined award criteria for all contracts during this time period.*

The pre-determined award criteria were:

- Experience of the staff who will undertake the work, and their understanding of the political environment (40 marks)
- Method statement for the proposed training (35 marks)
- Cost, based on the actual cost of delivering the training (25 marks)

6) *Evaluation of bids:*

- a. Fee structures of bids.*
- b. Why bidders who were successful were selected, broken down by pre-determined criteria.*
- c. Evaluation of bid – comparison of successful bidders to non-successful bidders, including best and final offers (BAFOs) and comparisons of marking criteria.*

Please see the attached Excel spreadsheet.



FoI761_Evaluation_
Matrix.xlsx

7) *Any conflict of interests declared for each contract put out to tender.*

We do not hold any recorded information relating to this request.

Your request has been considered according to the principles set out in the Code of Practice on Public Access to Information. The code is published on our website at http://www.assemblywales.org/abthome/about_us-commission_assembly_administration/abt-foi/abt-foi-cop-pub.htm

If you have any questions regarding this response please contact me. If you feel you have cause for complaint, please follow the guidance at the end of this letter.

Yours sincerely

**Freedom of Information Manager
National Assembly for Wales**

Cause for concern or complaint with your FOI response?

If you believe that I have not applied the Code correctly or have not followed the relevant laws, you may make a formal complaint to the Chief Executive and Clerk at the National Assembly for Wales, Cardiff Bay. Details of the Assembly's complaints principles are set out in the Code of Practice on Complaints available on the Internet at <http://www.assembly.wales/en/help/contact-the-assembly/con-complaint/Pages/con-complaint-procedure.aspx>. Please advise me if you wish to receive a printed copy.

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. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Annex

For clarification, this request is for the time period stated below and for any contracts that would sit under the above heading where services provided include but are not limited to:

- Use of personal protection equipment.*
- Dealing with conflict situations and conflict management techniques.*
- Personal and individual safety training.*
- Staff and public safety reporting and proceedings and related software.*
- Legislative, statutory and legal health and Safety issues training.*
- Law enforcement agency liaison and interaction training.*

*For the time period stated, the information requested and required is:
February 2014 – February 2017*

- 1) Number of related contracts where a request to tender have been issued during this time period.*
- 2) The start date and duration of each contract/framework.*
- 3) The total value of each individual contract and total contracts put out for tender in this time period.*
- 4) The number of applicants for each tender received and the number of suppliers selected for inclusion for each contract.*
- 5) Pre-determined award criteria for all contracts during this time period.*
- 6) Evaluation of bids:
 - d. Fee structures of bids.*
 - e. Why bidders who were successful were selected, broken down by pre-determined criteria.*
 - f. Evaluation of bid – comparison of successful bidders to non-successful bidders, including best and final offers (BAFOs) and comparisons of marking criteria.**
- 7) Any conflict of interests declared for each contract put out to tender.*