

TENDER DECISION PACK

Security / Guarding Services

Bath College | Tender Go/No-Go & Red-Flag Pack

NOTICE 2025/S 000-048835	BUYER Bath College
ASSESSMENT DATE 10 August 2026	STATUS Closed - demonstration only

HISTORICAL DEMONSTRATION ONLY - THIS PROCUREMENT IS CLOSED

Prepared from the public Find a Tender notice and four associated public documents. No bidder-specific evidence was supplied.

1. Executive decision

FINAL VERDICT: NO-GO

The submission deadline passed on 29 August 2025. For a hypothetical bidder assessed at publication, the fit verdict would be **CONDITIONAL GO** only after every mandatory staffing, licensing, safeguarding and evidence gate below is proven. [N1, Submission]

Decision basis:

- The procurement required Security Industry Association membership and SIA-licensed staff; no bidder evidence was provided. [N1, Participation; D1 pp. 3 and 6]
- The quality model required 12 separate 5% quality factors plus price at 40%, including an on-site manager, safeguarding, first aid, FREC3, Living Wage evidence, relevant youth experience and three references. [D3 p. 1; D4 p. 1]
- The agreement contains material drafting and commercial uncertainties that should have been clarified before pricing, especially its blank commencement date, conflicting end date, inconsistent invoicing cadence and three-month termination right. [D1 pp. 4, 7 and 9]
- The supplied pack does not state insurance limits, a liability cap, TUPE treatment, scoring scale or minimum quality thresholds. Treat these as unresolved, not as absent from any wider portal materials. [D1 p. 2; D3 p. 1; pack reviewed]

2. Opportunity snapshot

Field	Finding	Source
Buyer	Bath College	N1, Contracting authority
Procedure	Open procedure; reduced period stated as urgent	N1, Procedure
Estimated value	£240,000 including VAT	N1, Scope
Evaluation	Price 40%; quality 60% across 12 quality factors	N1, Award criteria; D3 p. 1
Service	Physical guarding across Bath City Centre, Somer Valley and Twerton arrangements	D1 pp. 5-6
Contract dates in notice	29 Sep 2025 to 29 Sep 2026; two optional 12-month extensions	N1, Scope
Tender deadline	29 Aug 2025, 23:00 - expired	N1, Submission

3. Elimination and participation gates

ID	Requirement	Status	Evidence needed	Source
G1	Organisation is registered with / a member of the Security Industry Association.	UNPROVEN	Membership record	N1; D1 p. 3

ID	Requirement	Status	Evidence needed	Source
G2	All deployed staff hold the relevant SIA licence; training records available.	UNPROVEN	Licence list + training matrix	D1 p. 6
G3	An on-site manager can be provided; the scoring model also requires the manager to be SIA CCTV qualified.	UNPROVEN	Named manager + CCTV qualification	D1 p. 4; D4 p. 1
G4	All service personnel have valid enhanced DBS checks for regulated activity and are suitable to work with under-18s.	UNPROVEN	DBS / safer-recruitment process	D1 p. 8
G5	All on-site security staff are trained in Safeguarding and Prevent.	UNPROVEN	Certificates + refresher schedule	D1 p. 8
G6	All staff are qualified first-aiders; a Somer Valley team member holds FREC3.	UNPROVEN	First-aid and FREC3 certificates	D1 p. 7
G7	Living Wage compliance and prompt personnel payment can be evidenced.	UNPROVEN	Payroll policy / accreditation evidence	D1 p. 6; D4 p. 1
G8	Three references and experience working with young people can be evidenced.	UNPROVEN	Three contacts + case evidence	D3 p. 1; D4 p. 1
G9	Financial systems can reimburse staff and support weekly/monthly cash flow.	UNPROVEN	Process evidence + working-capital check	D4 p. 1; D1 p. 7

4. Financial, insurance and certification review

4.1 Financial requirements

Topic	Finding	Source
Price structure	Annual sum for rota 4.1.22; hourly lock-up and call-out rates; disclose additional charges.	D2 p. 1
Invoice timing	Agreement says monthly invoices at 30 days, then weekly in arrears. Clarification required before cash-flow modelling.	D1 p. 7
Pricing basis	Clause 7.2 refers to standard hourly rates and a one-hour minimum, while the schedule asks for an annual rota sum.	D1 p. 7; D2 p. 1
Turnover / accounts threshold	Not stated in the supplied public pack. Do not infer one.	Pack reviewed

4.2 Insurance and certifications

Item	Position	Required action	Source
Insurance limits	NOT FOUND	Request required policies, limits, excesses and evidence timing before bidding.	D1 p. 2; pack reviewed
SIA organisation status	REQUIRED	Provide current membership/registration evidence.	N1, Participation; D1 p. 3
SIA staff licences	REQUIRED	Provide licence schedule for proposed rota.	D1 p. 6

Item	Position	Required action	Source
Manager SIA CCTV	SCORED	Name the manager and attach the qualification.	D3 p. 1; D4 p. 1
First aid and FREC3	REQUIRED / SCORED	Provide current certificates and coverage plan.	D1 p. 7; D4 p. 1
Enhanced DBS	REQUIRED	Evidence safer recruitment and regulated-activity checks.	D1 p. 8

5. Missing information

5.1 Missing bidder evidence

- SIA organisation evidence, staff licence schedule and named CCTV-qualified manager. [D1 pp. 3 and 6; D4 p. 1]
- Enhanced DBS / safer-recruitment process, Safeguarding and Prevent training evidence. [D1 p. 8]
- First-aid certificates for all proposed staff and FREC3 coverage at Somer Valley. [D1 p. 7]
- Living Wage and prompt-pay evidence, three relevant references, young-person experience and reimbursement-system evidence. [D3 p. 1; D4 p. 1]
- Rota capacity, relief cover, out-of-hours alarm response and mobilisation plan. [D1 pp. 5-7]

5.2 Missing or unclear procurement information

- Insurance types and limits; indemnities and liability cap. [D1 p. 2; pack reviewed]
- Scoring scale, response instructions, page/word limits, moderation rules and minimum quality thresholds. [D3 p. 1; D4 p. 1]
- Confirmed commencement/end dates and order of precedence between notice, agreement and clarifications. [N1, Scope; D1 p. 4]
- TUPE position, incumbent staffing data and pension implications. [Pack reviewed]
- KPIs, incident response times, alarm call-out SLA, deductions/service credits and mobilisation acceptance. [D1 pp. 5-7; pack reviewed]
- Data-processing roles, controller/processor schedule, CCTV retention/access process and cyber requirements. [D1 pp. 5 and 7-8]

6. Compliance matrix

ID	Requirement	Type	Status	Evidence / response	Source
C01	Provide an on-site manager	M / scored	Open	Name, CV, availability	D1 p. 4; D4 p. 1
C02	Follow safer recruitment	Mandatory	Open	Policy + audit trail	D1 p. 4
C03	Monitor CCTV and support cyber security	Mandatory	Open	Method + manager qualification	D1 p. 5
C04	Respond to CCTV subject access requests	Mandatory	Open	SAR workflow and roles	D1 p. 5
C05	Use BWV only under College policy	Mandatory	Open	BWV policy/training	D1 p. 5
C06	Support searches and confiscation	M / scored	Open	Method + training evidence	D1 p. 5; D4 p. 1
C07	Emergency response, lock-up and alarm call-out	Mandatory	Open	Rota + response plan	D1 p. 5

ID	Requirement	Type	Status	Evidence / response	Source
C08	Deliver 42-week campus rota	Mandatory	Open	Costed staffing model	D1 p. 6; D2 p. 1
C09	All staff SIA licensed and first-aid qualified	M / scored	Open	Licence/certificate matrix	D1 pp. 6-7
C10	Provide FREC3 at Somer Valley	M / scored	Open	Named coverage	D1 p. 7; D4 p. 1
C11	Meet Living Wage and prompt-pay expectation	M / scored	Open	Payroll evidence	D1 p. 6; D4 p. 1
C12	Enhanced DBS and under-18 suitability	Mandatory	Open	DBS/safer recruitment records	D1 p. 8
C13	Safeguarding and Prevent training	M / scored	Open	Training matrix	D1 p. 8; D4 p. 1
C14	Three references and youth-sector experience	Scored	Open	References + case examples	D4 p. 1
C15	Submit annual sum and hourly/additional charges	Mandatory	Open	Completed price schedule	D2 p. 1

7. Deadlines and decision points

Milestone	Date	Assessment	Source
Enquiries	20 Aug 2025, 23:59	Expired	N1, Submission
Tender submission	29 Aug 2025, 23:00	Expired	N1, Submission
Award decision (estimated)	19 Sep 2025	Historical	N1, Submission
Contract start in notice	29 Sep 2025	Conflicts with blank agreement start	N1, Scope; D1 p. 4

8. Contractual and commercial red flags

Severity	Issue	Evidence	Bid action	Source
HIGH	Term inconsistency	Notice ends 29 Sep 2026; agreement says a one-year period until 31 Jul 2027 and leaves commencement blank.	Clarify dates and order of precedence before pricing.	N1; D1 p. 4
HIGH	Insurance / liability	No dedicated insurance, indemnity or liability heading appears in the supplied agreement contents.	Obtain limits and legal review of exposure.	D1 p. 2; pack reviewed
HIGH	Invoice cadence	Clause 7.1 says monthly; clause 7.3 says weekly in arrears.	Confirm one process and model working capital.	D1 p. 7
HIGH	Termination	Either party can terminate on three months' written notice.	Price mobilisation exposure and seek recovery terms.	D1 p. 9
MED	Pricing basis	Annual rota sum is requested, but clause 7.2 relies on hourly rates and a one-hour minimum.	Confirm what drives payment and variations.	D1 p. 7; D2 p. 1
MED	BWV cross-reference	Clause 4.1.13 points to 4.1.7, which concerns tutorials/campaigns, rather than the BWV clause 4.1.12.	Ask buyer to correct the cross-reference.	D1 p. 5
MED	Template contamination	Clause 16.3 states there is no partnership between the College and Bath Cricket Club.	Correct the named party before signature.	D1 p. 9
MED	Numbering / controls	Payment clauses jump from 7.3 to 7.5; contents and body section numbering do not align after clause 4.	Request a clean execution version.	D1 pp. 2 and 7

Contract observations are commercial issue-spotting only and are not legal advice.

9. Clarification questions

1. Please confirm the binding commencement and expiry dates and the order of precedence between the notice, agreement, pricing schedule and clarifications. [N1, Scope; D1 p. 4]
2. Please confirm whether invoices are required monthly or weekly in arrears and whether payment is against an annual rota sum, hourly rates, or both. [D1 p. 7; D2 p. 1]
3. Please provide the required insurance policies, minimum limits, excess requirements and evidence deadline. [D1 p. 2; pack reviewed]
4. Please provide the scoring scale, minimum pass thresholds, moderation method and any word/page limits for the 12 quality responses. [D3 p. 1; D4 p. 1]
5. Does TUPE apply? If yes, please provide anonymised employee liability information and pension details. [Pack reviewed]
6. Please define the expected call-out response time, lock-up volumes, ad hoc coverage volumes and applicable minimum charge. [D1 p. 5; D2 p. 1]
7. Please confirm whether the rota shows simultaneous double coverage and define the M/T/F and W/T abbreviations. [D1 p. 6]
8. Please provide the KPI/SLA regime, deductions or service credits, reporting timetable and mobilisation acceptance criteria. [D1 pp. 5-7; pack reviewed]
9. Please confirm controller/processor roles for CCTV and BWV, retention periods, cyber standards and the required data-processing schedule. [D1 pp. 5 and 7-8]

10. Please correct clause 4.1.13's apparent BWV cross-reference and clause 16.3's reference to Bath Cricket Club. [D1 pp. 5 and 9]
11. Please confirm whether relief cover, sickness, holidays, training time, uniforms, BWV equipment and FREC3 coverage must be included in the annual sum. [D1 pp. 6-7; D2 p. 1]
12. Please issue a clean execution draft with consistent clause numbering, dates and party names. [D1 pp. 2, 4, 7 and 9]

10. Action plan

Window	Owner	Decision	Output
0-2 hours	Bid lead	Stop/go gate	Confirm tender is live; complete G1-G9 with documentary evidence.
2-4 hours	Commercial	Clarifications	Submit questions on dates, invoicing, insurance, scoring, TUPE, SLA and rota.
4-8 hours	Operations	Rota and mobilisation	Build named coverage, relief, first-aid/FREC3 and alarm-response model.
8-12 hours	Finance	Price model	Reconcile annual sum with hourly/additional rates and 30-day cash flow.
12-18 hours	Quality lead	Evidence pack	Map the 12 quality factors to evidence, owners, examples and references.
18-22 hours	Reviewer	Red-team	Check mandatory evidence, cross-references, assumptions and price completeness.
22-24 hours	Authorised signatory	Submit / archive	Submit only if every gate is green; retain the final source-to-response matrix.

11. Source register and limitations

ID	Document	Official link	Citation basis
N1	Find a Tender notice 2025/S 000-048835 (latest version)	Open source	HTML sections; no official paginated PDF supplied
D1	Security Contract 2025.docx	Open source	Public DOCX rendered locally to 10 pages for stable citations
D2	Tender pricing schedule.docx	Open source	Public DOCX rendered locally to 1 page
D3	Security contract scoring document.pdf	Open source	Official PDF, 1 page
D4	Clarification on scoring.pdf (latest)	Open source	Official PDF, 1 page

Limitations: This demonstration is retrospective and uses only the public files listed above. It does not assert that these were the only documents available to registered bidders. 'Not found' means not found in this supplied public pack. Bidder-specific eligibility cannot be concluded without bidder evidence. This report is not legal advice and does not guarantee an award.