**WBCIR:16724**

**I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to the contract below:  
• Fire Risk Assessments  
  
1. What are the contractual performance KPI's for this contract?**

See below, as issued at tender stage.

|  |  |
| --- | --- |
| **KPI** | **Definition of KPI** |
| Health, Safety & Wellbeing | No. of Health, Safety and Environment incidents that are classified as HSE, RIDDOR and/or Lost Time Injury. |
| Health, Safety & Wellbeing | No. of Health, Safety and Environment incidents that are not classified as HSE, RIDDOR and/or Lost Time Injury e.g., lack of PPE and non-lost time injuries. |
| Compliance | Service Prioritisation - Effective management of the FRA survey schedule provided by WBC - Prioritisation of all high priority sites over lower priority sites to ensure high priority sites maintain 100% compliance with WBC fire policy. |
| Compliance | Reports - All survey reports must be 100% accurate and contain the complete range of data and information agreed with WBC.   Reports - All reports submitted in the correct report format(s) agreed with WBC.   Reports - All survey reports to be received by WBC within six weeks following date of survey (unless extension agreed with the WBC Contract Administrator.) |
| Quality | Invoices - Invoicing accuracy and timeliness of invoice submissions. |

**2. 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/contract?** - Contract start date 1st September 2021, end date 31st August 2023 (the initial term). There are no sub-lots. Annual spend fluctuates based on the demand / programme in each contract year, but as an indication only, £20k p.a. Our contract is with JLA Fire and Security Limited. We cannot provide the list of the unsuccessful bidders, as this is sensitive information - Commercially sensitive to Wokingham Borough Council. (Section 43).

**3. Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?**

PAS 79:2012 Fire Risk Assessment. Guidance and a recommended methodology - The fire risk assessment methodology document is available to purchase from the British Standards Institution (BSI). Link; [https://shop.bsigroup.com/ProductDetail/?pid=000000000030251919](https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fshop.bsigroup.com%2FProductDetail%2F%3Fpid%3D000000000030251919&data=05%7C01%7Cinformationrequests%40wokingham.gov.uk%7C91b3dce0ad6f4d5d5afe08db51f604e2%7C996ee15c0b3e4a6f8e65120a9a51821a%7C0%7C0%7C638193889475683920%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=UU2VLXaWeoxPZg9ZsmCkC6gzv6vIOKLDK2q%2BvV3xcaE%3D&reserved=0)

Fire Risk Assessment Competency Council - Competency Criteria for Fire Risk Assessors - Version 1, Published: 21/12/11 (please find this information attached as an additional document.)

WBC Code of Conduct for Contractors.

**4. Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?**

Yes, there is an extension clause. Initial two-year term of the current contract expires on 31st August 2023, and the end date for the maximum period of contract extension is 31st August 2025.   
 **5. Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?**

Yes. Our intention is to let the contract for its maximum term until 31st August 2025.  
 **6. Who is the senior officer (outside of procurement) responsible for this contract?**

Operational management of the current contract is allocated to Sukhpreet Singh.