



Subject to Contract

Private Security Authority

Request for an Expression of Interest to act as a PSA Auditing Body

1: Introduction

The Private Security Authority (PSA) invites Expression of Interest from suitably qualified auditing bodies to act on behalf of the PSA to assess whether contractors operating in the private security industry meet the requirements of the relevant PSA standards and licensing requirements. Details of the services required are set out in Appendix 1.

Only auditing bodies who complete the Expression of Interest Form at Appendix 2 will be invited to tender for the required assessment services.

2: Relevant Dates

- Closing date for submission of an expression of interest: **15/11/2019**
- Anticipated issue of invitation to tender: **3/12/2019**
- Anticipated closing date for response to invitation to tender: **31/12/2019**
- Anticipated date for award of contract: **February 2020**
- Anticipated date for contract signed: **March 2020**
- Contract commencement: **1 April 2020**
- Contract expiry: **31 March 2022** (with options to extend for up to 2 years?)

3: Issuing Organisation Contact Details

Private Security Authority
Davis Street
Tipperary Town
Co. Tipperary
E34 PY91

Email: standards@psa.gov.ie

4: Assessment Services Required

The PSA is responsible for the regulation of the private security industry. A detailed description of the PSA, its legislation, functions and strategy is available on our website at www.psa.gov.ie.

One of the functions of the PSA is to specify standards to be observed in the provision of security services by licensees or particular categories of licensees. The PSA has prescribed a set of management and technical standards for contractors providing private security services. Contractors must comply with these standards in order to provide security services in Ireland.

Contractors are currently subject to an annual audit to determine that the requirements of the standards are being met. The PSA intends to appoint not less than two and not more than six auditing bodies to carry out such audits on its behalf.

On the termination of this contract, the PSA intend moving to a new audit model which will see contractors with a proven track record of full compliance requiring less frequent audits while contractors with a history of non-compliance will require audits of an annual frequency or higher, depending on the history of non-compliance by the contractor.

Auditing bodies will be required to assess existing licensed contractors and future licence applicants throughout Ireland and the UK and across all industry sectors regulated by the PSA.

This contract will not cover any new schemes which may be licensed by the PSA after 31/12/2019.

5: Estimated Value of Opportunity

Under the current scheme, contractors may choose which auditing body they use. Fees in respect of the audit service are paid directly by the contractor (or applicant) to the auditing body. On the termination of this contract, the PSA will move to a scheme where the PSA will choose the auditing body for each audit.

The anticipated total number of days of auditing, excluding reporting and follow up, required per year is 1300 to 1800 (across all appointed auditing bodies).

6: Accreditation

PSA auditing bodies shall at all times be accredited to EN ISO 17065 by INAB or other EA/IAF Quality Management System accreditation with scope relevant to private security services (under code EA35) throughout the duration of the contract.

7: Responding to this expression of interest

To express interest in this opportunity please submit the completed Expression of Interest Form at Appendix 2 to:

Qualifications and Standards
Private Security Authority
Davis Street
Tipperary Town
Co. Tipperary
E34 PY91

Or by email to: standards@psa.gov.ie

Not later than: 17:00 hours 15/11/2019

For further information regarding the PSA and our standards, please visit:
psa.gov.ie.

APPENDIX 1

Audit and Assessment Services required by the PSA

| Cash-in-Transit audit services |
|---|
| <p>Description of sector</p> <p>4 contractors are regulated in the cash-in-transit sector and between them they employ in the region of 1,000 licensed individuals. All contractors are required to comply with the requirements of PSA 76:2018 and a technical standard CIT2:2014. For the purpose of this tender, audit services are required for PSA 76:2018 only.</p> <p><u>The PSA intend to appoint a single auditing body to undertake audits in this sector.</u></p> |
| <p>Relevant Documents</p> <p>PSA 76:2018 – Requirements document for the cash-in-transit sector.</p> <p>PSA 76:2018 – Auditing guidelines for PSA 76:2018 which are to be followed by auditors when auditing the PSA 76:2018 requirements document.</p> |
| Private Investigator audit services |
| <p>Description of sector</p> <p>115 contractors are regulated in the private investigator sector. Licensing of individuals has not yet commenced but is scheduled to take place during the next 3 years. All contractors are required to comply with the requirements of PSA 42:2015.</p> |
| <p>Relevant Documents</p> <p>PSA 42:2015 – Requirements document for the private investigator sector.</p> <p>PSA 42 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 42:2015 requirements document.</p> <p>Both documents are available on the PSA website.</p> |

| Locksmith audit services |
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| <p>Description of sector</p> <p>185 contractors are regulated in the locksmith sector. Licensing of individuals has not yet commenced but is scheduled to take place during the next 3 years. All contractors are required to comply with the requirements of PSA 55:2016.</p> |
| <p>Relevant Documents</p> <p>PSA 55:2016 – Requirements document for the locksmith sector.</p> <p>PSA 55 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 55:2016 requirements document.</p> <p>Both documents are available on the PSA website.</p> |
| Security Guarding (Static) audit services |
| <p>Description of sector</p> <p>185 contractors are regulated in the security guarding (static) sector. Employees providing security services in this sector are licensed. All contractors are required to comply with the requirements of PSA 28:2013.</p> |
| <p>Relevant Documents</p> <p>PSA 28:2013 – Requirements document for the Door Supervision and Security Guarding sector.</p> <p>PSA 28 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 28:2013 requirements document.</p> <p>Both documents are available on the PSA website.</p> |

| Door Supervisor (Licensed Premises) audit services |
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| <p>Description of sector</p> <p>47 contractors are regulated in the door supervisor (licensed premises) sector. Employees providing security services in this sector are licensed. All contractors are required to comply with the requirements of PSA 28:2013.</p> |
| <p>Relevant Documents</p> <p>PSA 28:2013 – Requirements document for the Door Supervision and Security Guarding sector.</p> <p>PSA 28 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 28:2013 requirements document.</p> <p>Both documents are available on the PSA website.</p> |
| Door Supervisor (Event Security) and Security Guarding (Event Security) audit services |
| <p>Description of sector</p> <p>48 contractors are regulated in the event security sectors. Employees providing security services in this sector will be licensed during 2020. All contractors are required to comply with the requirements of PSA 39:2014.</p> |
| <p>Relevant Documents</p> <p>PSA 39:2014 – Requirements document for the Event Security sectors.</p> <p>PSA 39 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 39:2014 requirements document.</p> <p>Both documents are available on the PSA website.</p> |

Electronic Security sectors audit services

Description of sector

1,000 contractors are regulated in the electronic security sectors. Employees providing security services in this sector are not yet licensed. The electronic security sector comprises of Access Control Installation and Maintenance, CCTV Installation and Maintenance and Intruder Alarm Installation and Maintenance. Some contractors operate across all 3 categories, while others operate in one or two sectors. There are a range of standards to be complied with depending on the areas in which a contractor is licensed. Audits include site visits to installation/maintenance locations to confirm technical compliance with the standards.

Relevant Documents

PSA 74:2019 – Requirements document for the Access Control, CCTV and Intruder Alarm sectors.

PSA 74 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 74:2019 requirements document.

PSA 2006_12 – Requirements document for CCTV installation.

EN 50131-1 and EN 50131-7 – Requirements document for Intruder Alarm sector.

A technical standard for the Access Control sector will be published in the coming months. This will be audited under this contract.

PSA 74:2019 and PSA 2006_12 are available on the PSA website.

Security Guarding (Alarm and CCTV Monitoring) audit services**Description of sector**

35 contractors are regulated in the Alarm and CCTV monitoring sectors.
Employees providing security services in this sector are licensed.
All contractors are required to comply with the requirements of PSA 33:2014.

Relevant Documents

PSA 33:2014 – Requirements document for the CCTV Monitoring and Alarm Monitoring Centres.

PSA 33 Auditing Guidelines – Auditing guidelines which are to be followed by auditors when auditing the PSA 33:2014 requirements document.

Both documents are available on the PSA website.

APPENDIX 2

Private Security Authority

Expression of Interest Form

Note

The purpose of completion of this form is to assist the PSA in preparing the tender for audit and assessment services. You do not need to provide supporting documents with the completed form at this stage, for example, accounts, certificates, statements or policies. **However, we may ask to see these documents at a later stage.** You may also be asked to clarify your answers or provide more details.

Please answer every question. If a question does not apply to you please write **N/A** – if you don't know the answer please write **N/K**.

Please return this form to:

Qualifications and Standards
Private Security Authority
Davis Street
Tipperary Town
Co. Tipperary
E34 PY91

Or by email to: standards@psa.gov.ie

Not later than: 17:00 hours 15/11/2019

If you have any queries about this form please contact by email only:

Ian Murray
Qualifications and Standards
Private Security Authority
Email: standards@psa.gov.ie

| 1 | BASIC DETAILS OF YOUR ORGANISATION | |
|----------|--|--|
| 1.1 | Name of the organisation in whose name the tender would be submitted: | |
| 1.2 | Contact name for enquiries about this Expression of Interest: | |
| 1.3 | Job title of Contact name: | |
| 1.4 | Address: Eircode/Post Code: | |
| 1.5 | Telephone number: | |
| 1.6 | E-mail address: | |
| 1.7 | Website address (if any): | |
| 1.8 | Company Registration number (if this applies): | |
| 1.9 | Registered address if different from the above: Eircode/Post Code: | |
| 1.10 | VAT Registration number: | |
| 1.11 | Number of Employees: | |
| 1.12 | Number of Auditors: | |
| 1.13 | Please indicate which sectors you might wish to provide audit services for | Access Control <input type="checkbox"/> CCTV <input type="checkbox"/> Intruder Alarm <input type="checkbox"/> Alarm and CCTV Monitoring <input type="checkbox"/> Cash In Transit <input type="checkbox"/> Door Supervisor (Licensed Premises)..... <input type="checkbox"/> Event Security <input type="checkbox"/> Locksmith <input type="checkbox"/> Private Investigator <input type="checkbox"/> Security Guard (Static) <input type="checkbox"/> |

| 2 | FINANCIAL INFORMATION | |
|----------|---|----------|
| 2.1 | Is your organisation tax compliant? | Yes / No |
| 2.2 | If “ No ” what were the reasons, and what measures have been or are being taken to address this? | |
| 2.3 | Has your organisation met all its obligations to pay its creditors and staff during the past year? | Yes / No |
| 2.4 | If “ No ” please explain why not: | |
| 2.5 | If asked, would you be able to provide at least one of the following? | |
| | <i>A copy of your most recent audited accounts (for the last two years if this applies)</i> | Yes / No |
| | <i>A statement of your turnover, profit & loss account and cash flow for the most recent year of trading</i> | Yes / No |
| | <i>A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position</i> | Yes / No |

| 3 | BUSINESS ACTIVITIES | |
|----------|---|----------|
| 3.1 | What are the main business activities of your organisation? | |
| 3.2 | Do you currently provide audit/certification to PSA licensed contractors? | Yes / No |
| 3.3 | Do you currently provide audit/certification in other areas? | Yes / No |
| 3.4 | If the answer to 3.3 is “ yes ” please provide details of these services. | |
| 3.5 | Do you currently provide consultancy or other services to PSA licensed contractors? | Yes / No |

| 4 | INSURANCE | |
|----------|--|-------|
| | Please provide details of your current insurance cover | Value |
| 4.1 | Employer's Liability: | € |
| 4.2 | Public Liability: | € |
| 4.3 | Professional indemnity | € |
| 4.4 | Other (please provide details): | € |

| 5 | QUALITY ASSURANCE | |
|----------|---|----------|
| 5.1 | Does your organisation hold a recognised quality management certification (for example ISO 9001 or equivalent)? | Yes / No |
| 5.2 | If not, does your organisation have a quality management system? | Yes / No |
| 5.3 | If you do not have quality certification or a quality management system, please provide reasons: | |

| 6 PROFESSIONAL AND BUSINESS STANDING | | |
|---|--|----------|
| | Do any of the following apply to your organisation, or to (any of) the director(s) / partner(s) / shareholder(s)? | |
| 6.1 | Is in a state of bankruptcy, insolvency, receivership, or subject to any proceedings related to financial matters | Yes / No |
| 6.2 | Has been convicted of a criminal offence related to business or professional conduct | Yes / No |
| 6.3 | Has been convicted of a criminal offence for any other matter | Yes / No |
| 6.4 | Has not fulfilled obligations related to payment of tax or social welfare contributions | Yes / No |
| 6.5 | If the answer to any of these is “ Yes ” please give brief details below, including what steps have been taken to put things right. | |
| | | |

| 7 REQUIREMENT SPECIFIC QUESTIONS | | |
|---|---|----------|
| 7.1 | Is your organisation an INAB or EA/IAF accredited certification body? | Yes / No |
| 7.2 | Does your organisation have experience in auditing to quality management systems standards? | Yes / No |
| 7.3 | Does your organisation have experience of working in the private security industry? | Yes / No |
| 7.4 | Does your organisation have auditors who are technically qualified and competent to undertake audits in the electronic security and monitoring sectors? | Yes / No |
| 7.5 | Does your organisation have a team of qualified auditors to undertake audits for all sectors in the private security industry? | Yes / No |
| 7.6 | Does your organisation have the ability to undertake assessments throughout Ireland? | Yes / No |
| 7.7 | Does your organisation have the ability to undertake assessments throughout the UK? | Yes / No |
| 7.8 | If requested at a later stage, can you supply a copy of your most recent INAB or UKAS audit report? | Yes / No |

ENDS