



Arolygiaeth Ei Mawrhydi dros Addysg a Hyfforddiant yng Nghymru
Her Majesty's Inspectorate for Education and Training in Wales

13 May 2020

Dear

Thank you again for your email, in which you formally request information in regards to Estyn's contracts register.

When dealing with requests for information made under the Freedom of Information Act 2000 (the 'Act'), Estyn's obligations include:-

1. Confirming or denying whether it holds information of the description specified in the request; and
2. Communicating the information requested to the applicant.

There are a number of exemptions under the Act that impact these obligations. Estyn is required to consider whether an exemption applies in the context of the information being released into the public domain, not just in the context of the information being released to the particular applicant that has requested the information.

If Estyn releases information in response to a Freedom of Information request, this is essentially a decision that the information can be released in response to any similar request from any member of the public.

In response to your request, I attach a copy of Estyn's contract register as requested. The responses to your questions correspond with the columns in the attached document as below:

1. Contract Reference – see Contract/Framework PO Reference
2. Contract Title – see Service
3. Procurement Category – see Procurement route eg Framework/ITT/ITQ
4. Supplier Name – see Supplier
5. Spend (Total or Annual) – see Estimated annual spend
6. Contract Duration – see Contract Term
7. Contract Extensions - noted
8. Contract Starting Date – see Contract start date
9. Expiration Date – see Contract end date
10. Contract Description [Please provide me with as much detail as possible.] – see Service
11. Contact Owner (Full contact details if possible.) – Alison Palmer, email Alison.palmer@estyn.gov.uk, tel no 029 20 446446
12. CPV codes/ProClass – not used

If you are not satisfied with the decision Estyn has taken regarding your request for information, you are entitled to request that we review the matter. Your request for a review should be addressed to the Feedback and Complaints Manager, and received no later than 20 working days after the date of this communication.

If you are still not satisfied, you also have a right to complain to the Information Commissioner through their website:

<https://ico.org.uk/about-the-ico/who-we-are/wales-office/>

Telephone: 0303 123 1113

Email: enquiries@ico.gsi.gov.uk

Yours sincerely

Robert Gairey

Swyddog Arweiniol Cyhoeddiadau / Lead Officer: Publications

Estyn

**Arolygiaeth Ei Mawrhydi Dros Addysg A Hyfforddiant yng Nghymru
Her Majesty's Inspectorate For Education and Training in Wales**

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Address: Anchor Court, Keen Road, Cardiff, CF24 5JW

Ffôn Estyn/Estyn Phone: 02920 446309

E-bost/E-mail: robert.gairey@estyn.gov.wales

From:

Sent: 13 April 2020 14:10

To:

Subject: 01 20 01 FOI Request - Contract Register

Afternoon Data/FOI Officer,

I want to submit a request for some information from the organisation, in relation to their contract's register.

The contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:

1. Contract Reference
2. Contract Title
3. Procurement Category
4. Supplier Name
5. Spend (Total or Annual)
6. Contract Duration
7. Contract Extensions
8. Contract Starting Date
9. Expiration Date
10. Contract Description [Please provide me with as much detail as possible.]

11. Contact Owner (Full contact details if possible.)
12. CPV codes/ProClass

IMPORTANT

1. For those organisation planning to make an exemption around spend, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.
2. If the organisation has a CRM system or a similar system there should be a facility to download and extract contract data.
3. You may forward me a Weblink to a portal to download the contract register, please make sure all of the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all of their contracts.

Please do not think that this is the only information I require if you could provide me with more information that would be great.

Contract Data/API Contact Details

13. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title.

(Meaning of API "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")

Please provide me with the contract's register file in an excel format.

Thanks in advance.

Thanks/Regards,

SERVICE (FOI)	SUPPLIER (FOI)	CONTRACT / FRAMEWORK / PO REF (FOI)	PROCUREMENT ROUTE IE. FRAMEWORK (STATE CCS / NPS / OTHER); ITT; ITQ (FOI)	CONTRACT START DATE (FOI)	CONTRACT TERM (FOI)	CONTRACT END DATE (FOI)	FINANCIAL YEAR AWARDED (FOI)	ESTIMATED ANNUAL SPEND
Ann maintenance Intruder Alarm system	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	24-Feb-20	1 year.	25-Feb-21	19-20	<£10k
BT - Red Care. (Out of hours responsibility)	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	24-Feb-20	1 year.	25-Feb-20	19-20	No call outs to date
Provision of water chillers x 2. Quarterly visits to clean and replace filters.	Cariad Cool Water Ltd (Formerly Princes Gate Water)	Annual renewal	Low Val Annual PO	01-Apr-20	Reviewed annually	31-Mar-20	20-21	<£10k
Door entry system. Maint Maintenance of the Access Control System	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	01-Apr-20	1 year (rolling Contract)	31-Mar-20	19-20	<£10k
Annual Support and Maintenance of Estyn's Work Programme.	CACI Ltd	5 year SLA in place with supplier.	NEW PO - ITQ PREV YEARS	01-Nov-16	5 years	31/10/2021	16-17	£50,000
Out of hour emergency call out services - including key holding services/ first response.	Rapid Response Securty Ltd	Call Off Contract	N - LANDLORD SECURITY SERVICES ALSO PROVIDES OUT OF HOURS SERVICE.	10/05/2016	On going Contract	No end date.	16-17	No call outs to date

Landlord Services (including security, grounds maintenance, car park, gas and external window cleaning)	Second Horizons Ltd	N/A - Quarterly service charge paid to Landlord.	N	18-Feb-16	2.5 years plus 2.5 year Extension option	24/12/2020	LEASE SIGNED 15/16	£190,000
Time and attendance management system - Hard/Soft Ware Maintenance agreement	Tensor	Annual renewal	Original procurement was via business case and ITT. This annual renewal is for the Hardware and Software maintenance.	01-Jun-19	1 yr	31/05/2020	N/A - this is the ongoing annual H/W and S/W maintenance agreement	<£10K
Evac Chair maintenance (2 chairs)	Evac Chair Service	Annual renewal for specialist maintenance	Annual maintenance quote.	01-Apr-20	Annual	04/04/2020	20-21	<£10K
Standard 5 Health & Safety Inspections for Independent Schools	DarntonB3 Ltd	CON01 2018-19	ITQ	13-Apr-18	2 Years +1+1+1 Years (Max 5 years)	12-Apr-21	18-19	£16,000
HR Support services (including payroll and pensions admin)	Welsh Government	Annual SLA	Annual SLA	01-Apr-20	1 YEAR	31-Mar-21	20-21	£20,000
Assessrite Maintenance Agreement (150 licenses)	Workrite	Annual renewal	ITQ	04-May-20	1 year	03-May-21	20-21	No payments made
Survey software	Smart Line International/Smart Survey	Annual renewal	ITQ	01-Apr-20	1 year	31-Mar-21	20-21	<£10K
Stationery	Lyreco UK Ltd	NPS-CS-0053-16	NPS FRAMEWORK	16-Jan-17	NPS Framework Extended	15-Jan-21	16-17	<£10K

The Provision of Disclosure and Barring Service Checks for Estyn	Due Diligence Checking	CON02 2018-19	ITQ	01-Apr-18	2 years +1+1+1 years (Max Contract 5 years)	31/03/2021 (IST EXTN)	18-19	<£10K
Planned placement of Media Advertisements (Recruitment Ad Framework)	Golley Slater(Lot 1)	NPS Framework - NPS-CS-0076-17	DIRECT AWARD VW FRAMEWORK	18-Dec-17	2yrs + 2 extension period	16-Jul-21	17-18	<£10K
Legal advice contract	Geldards	CON03 14-15/Extended	ITT	10-Jul-14	3 yrs (+2) - options paper submitted to EB Nov'18 - Contract extended to 31/03/21	31-Mar-21	14-15	£20,000
Office calls (Lync), HMI Broadband & HMI telephone lines.	GAMMA	NPS Framework	ITQ	01-Apr-20	1 YEAR	31/03/2021	20-21	<£10K
RSA Fobs expiry dates Feb 2022 & May 2022 (S/W tokens x 110; H/W tokens x 20)	CCS MEDIA & UKLS	CCS Framework	FRAMEWORK DIRECT AWARD	S/W 05/02/19 H/W 05/02/19	3 years	S/W 28/02/22 H/W 31/05/22	19-20	<£10K
RSA Fobs X 30 expiry dates May 2021 & Oct 2021	CCS MEDIA & UKLS	CCS Framework	FRAMEWORK DIRECT AWARD	10: 09/05/18 20: 09/10/18	3 years	10: 31/05/21 20: 31/10/21	18-19	<£10K
Free post arrangement for return for inspection questionnaires.(License fee)	Royal Mail	Low Value annual PO	Low Val Annual PO	01-Oct-19	12 Months	01-Oct-20	19-20	<£10K
Free post charge	Royal Mail	Low Value annual PO	Low Val Annual PO	01-Oct-19	12 Months	01-Oct-20	19-20	<£10K
Postal collection - annual charge	Royal Mail	Annual renewal		01-Apr-20	12 months	31-Mar-21	20-21	<£10K

Drupal Monitoring of Data Tool	CREO	Low Value annual PO	Low Val Annual PO	01-Apr-20	1 year	31-Mar-21	20-21	<£10K
Anchor Court Utility Electricity	New Provider - EDF Energy	NPS Framework	NPS Framework - Reviewed annually by NPS for best value	01-Apr-20	1 Year + 1 Year Extension	31/03/2021	20-21	£30,000
Support, Maintenance & Amendments for: SharePoint JF System Follow-up Forms VIR System	Method 4	Annual renewal	Annual quote - continuity of service from supplier in the provision of system enhancements.	01-Jul-19	15 Months	30-Sep-20	16-17	£50,000