



University of East Anglia

Information Services Directorate

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14 November 2016

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_16-213)

We have now considered your request of 24 October 2016 for information relating to training purchased from QA Ltd or any related businesses.

Our response is on pages 2-4 of this letter, together with a copy of your request.

On this occasion it is not possible to provide all the requested information. In line with your rights under section 1(1)(a) of the Act to be informed whether information is held, we confirm that the University does not hold information on a number of the questions within your request. Further information is on pages 2-4 of this letter.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

https://ico.org.uk/Global/contact_us, or by telephone on 0303 123 1113.

Please note that any material over which UEA has copyright is released on the understanding that you will comply with all relevant copyright rules regarding reproduction and/or transmission of the information provided.

Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_16-213)

Q1. Have you purchased any IT / ICT technical training courses or any other training Since April 2016 from;

QA training or QA limited (or any related businesses)

Rath House

55-65 Uxbridge Road

Slough

SL1 5SG

Or any other of QA's offices

[Information not held - s.1(1)(a), Freedom of Information Act]

UEA has not purchased any IT / ICT technical training or any other training from the above-noted firm since April 2016.

Q2. If so, please state what specific training services have been purchased and the exact monetary amount spent and what dates were these purchases made since April 2016?

[Information not held - s.1(1)(a), Freedom of Information Act]

No training was purchased; see response to Q1 above.

Q3. Who are the decision makers or buyers (provide name, job title, email address and direct phone number) who have purchased this IT/ICT technical training course or any other training Since April 2016?

[Information not held - s.1(1)(a), Freedom of Information Act]

No training was purchased; see response to Q1 above.

Q4. How much money has been spent with QA limited, QA training, QA Group, QA apprenticeships (or associated/related businesses) since April 2016 by entity?

£0.00 - no funds were spent with QA limited, QA training, QA Group, QA apprenticeships (or associated/related businesses) since April 2016.

Q5. Have you purchased any pre-paid training credits before the financial year is coming to an end and then used the training courses in a next financial year?

No pre-paid training credits have been purchased in one financial year and then used within the next financial year.

Q6. Please provide exact details of all the courses or training purchased under the pre-paid credits?

[Information not held - s.1(1)(a), Freedom of Information Act]

No pre-paid credits were purchased; see response to Q6 above.

Q7. What specific procurement processes were followed to award QA the training contracts?

[Information not held - s.1(1)(a), Freedom of Information Act]

No training was purchased; see response to Q1 above.

Q8. Provide copies of all the contracts awarded to QA in the last 3 years?

[Information not held - s.1(1)(a), Freedom of Information Act]

No contract was awarded to QA in the last three years for the provision of training. Any training purchased was done by way of purchase order.

Q9. Which other training providers were shortlisted before these individual contracts were awarded? List by contract.

[Information not held - s.1(1)(a), Freedom of Information Act]

No contract was awarded to QA in the last three years; see response to Q6 above.

Q10. What is the current process for procuring training services?

The process by which UEA procures training services is identical to that used for procurement of all services. The purchasing thresholds are presented in the table below:

| Value of Purchase | University and Legal Requirements |
|---|---|
| Less than £5,000 (ex VAT) | No requirements |
| £5,000 - £24,999 (ex VAT) | Purchaser to acquire 3-5 written quotes for the goods, services or works desired. It is the responsibility of the purchaser to keep records of these quotes. |
| £25,000 - £164,175 (ex VAT) ¹ | Contact the Procurement Department who will invite tenders - 5 tenders should be sought. |
| ≥£164,176 (ex VAT) – Goods and Services ≥£4,104,394 (ex VAT) – Works | Contact the Procurement Department who will advertise the requirement in OJEU (Official Journal of the European Union) and invite sealed bid tenders in line with Public Contracts Regulations 2015 |

Further information on procurement processes is provided on the UEA website (see: <https://portal.uea.ac.uk/procurement/guidance-for-staff>).

Q11. What is the complaints procedure for raising breaches in procurement processes? Example: creating one dominate supplier, awarding contracts without a fairness and transparency and not seeking to obtain best value for money.

The UEA has no formal complaints procedure/policy for handling breaches in procurement processes. Any and all such complaints should be made in writing to:

Head of Procurement
Finance, Planning and Governance
University of East Anglia,

¹ The upper limit of this threshold is actually €209,000 (as of 01/01/16) and therefore the sterling value will vary over time.

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As a contracting public authority the University of East Anglia is subject to both the [The Public Procurement \(Amendments, Repeals and Revocations\) Regulations 2016](#)², and [The Public Contracts Regulations 2015](#)³, which are, in turn, administered by the Crown Commercial Service (CCS). The CCS offers a complaints scheme called the 'Mystery Shopper Service' to which UEA is subject. Further details of the Mystery Shopper Service are to be found at:

<https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit>

Q12. What training is yet to be purchased up to 1st April 2017?

There is no training yet to be purchased for the period to 01 April 2017.4

Q13. Please give specific details of courses, locations number and number of delegates who require to attend the training courses until 1st of April 2017?

[Information not held - s.1(1)(a), Freedom of Information Act]

No training was purchased; see response to Q12 above.

² <http://www.legislation.gov.uk/uksi/2016/275/contents/made>

³ <http://www.legislation.gov.uk/uksi/2015/102/contents/made>