



University of East Anglia

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[REDACTED]

13 March 2018

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_18-041)

We have now considered your request of 13 February 2018 for information relating to the procurement of IT equipment at UEA.

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 some of the information requested in question 3 of your request. Further information is on page 2 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

David Palmer
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_18-041)

1. Please specify the total amount your organisation has spent on ICT products, by which we mean computers, screens, keyboards – if easier these items could be put together in single PC units, unless they were bought separately, laptops, printers, mobile phones, ipads or other tablets in the years 2015, 2016 and 2017 and the total amount was spent on these products? Ideally split this response by product, or if that takes too long, please lump it into one sum per year.

Our response is within the table below. These figures are derived from expenditures coded as 'Computer equipment under £10,000' so as to best capture expenditure for the products cited in this question. However, it should be noted that other, larger IT expenditures may be coded in this way as well, so these figures should be seen as the maximum possible expenditure.

Year	Expenditure
2015	£1,872,089.43
2016	£2,403,581.73
2017	£2,543,094.16
Total	£6,818,765.32

2. Who are your 5 biggest ICT suppliers in the last 3 years and what proportion of your spend went to each supplier?

Our response is within the table below. We have provided the top 5 suppliers across the entirety of the period 2015-2017. These figures are derived in the same fashion as for question 1 above.

Rank	Supplier	%age of ICT spend
1.	DTP Group	33.52%
2.	Tectrade Computers	11.76%
3.	Daisy IT Managed Services	7.06%
4.	Insight Direct UK	6.76%
5.	OCF Plc	6.12%

3. Do you have an ethical procurement policy that deals with labour rights issues, ideally solely or as part of a broader policy? Please provide a URL link or attachment with the policy.

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

UEA does not possess an ethical procurement policy per se; the Procurement Policy¹ in place at UEA does, however, incorporate sustainable purchasing practices which address social issues of which one is the promotion of fair employment practices, workforce health and welfare, and Fairtrade and ethical sourcing practices.

¹ <https://portal.uea.ac.uk/procurement/policies-and-strategy>

UEA has a modern slavery statement in place² which informs our suppliers, students, staff, and the public about the University and its policy with respect to modern slavery, human trafficking, forced and bonded labour and labour rights violations in its supply chains.

A large proportion of our ICT products are purchased via Southern Universities Purchasing Consortium (SUPC) Frameworks which, by membership of Electronics Watch ensures that UEA meets our responsibility to protect the labour rights of workers in their global electronics supply chains more effectively, and less expensively, than any single public sector buyer could accomplish on its own.

In SUPC's role as a membership-based buying organisation for universities and further education colleges, it recognises the importance of vigilant protection of workers' rights in supply chains.

. 4. Do you have staff with ethical or sustainable procurement expertise employed internally – we'd particularly like to know about whether you have a Procurement Manager with this remit, or a Sustainability Manager. What is/are their name/s and email address(es)?

No, UEA does not have any roles or staff that are specialist in sustainable or ethical procurement. Nonetheless, the Head of Procurement has passed the CIPS Sustainable and Ethical Procurement – Ethics Test module.

UEA does not have anyone within its Procurement team with an explicit remit for ethical or sustainable procurement.

UEA has a Sustainability, Utilities and Engineering Department³ which delivers projects behind the scenes to support the University in reducing its environmental impact and increasing energy efficiency, and works closely with staff and students to share best practice, support behaviour change and strategies, and liaise with the University community to support UEA's Sustainable Ways.

The Head of this Department is Phil Hunt (Phillip.Hunt@uea.ac.uk).

5. Does your organisation procure its own ICT products? If so what proportion of your spend in the last 3 years was done through setting up your own ICT contracts with suppliers?

Yes, some of our ICT products are procured directly. The proportion of overall expenditure done by way of our own ICT contracts for the period 2015-2017 was 50.73%.

6. Or does your organisation procure ICT products through a purchasing consortium. If so which is it/are they? If so what proportion of your spend in the last 3 years was done through this purchasing consortium?

Some of UEA's ICT products are procured via the Southern Universities Purchasing Consortium (SUPC)⁴. The proportion of overall expenditure done by way of SUPC for the period 2015-2017 was 49.27%.

² <https://portal.uea.ac.uk/documents/6207125/12440059/Modern+Slavery+Statement+03042017.pdf/>

³ <https://www.uea.ac.uk/about/sustainability/who-are-we/meet-the-team>

⁴ <https://www.supc.ac.uk/>

7. Or do you procure ICT products by using framework contracts you share with others. If so what proportion of your spend in the last 3 years was done through framework contracts? Which contract did you use?

Not applicable. UEA does not procure ICT products by using framework contracts shared with other institutions.

8. If your process of ordering ICT products is through central government purchases, what proportion of your spend in the last 3 years was done through central government procurement? Which contract did you use?

Not applicable. UEA does not order ICT products via central government purchases.