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[REDACTED]

26 March 2015

Dear [REDACTED]

Freedom of Information Act 2000 – Information request (ref: FOI_15-059)

We have now considered your request of 19 March 2015 for information relating to the University's procurement systems and processes. Our response is on page 2 of this letter, together with a copy of your request, and we hope this will meet your requirements.

However, 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 in response to your third question. Further explanation is provided on page 2.

In our email of 19 March, we queried your references to 'the Council' in some questions. We did not receive an answer to this email, therefore in the following response we have assumed these references should be read as referring to the University. Please let us know if this interpretation is incorrect.

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You have the right of appeal against this response. 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 quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson
Information Policy and Compliance Manager
University of East Anglia

Response to Freedom of Information Act 2000 request (FOI_15-059)

Please provide the name of and provider of your e-procurement / e-tendering system?

E-procurement system:

- Name: Parabilis
- Provider: EGS

E-tendering system:

- Name: Intend
- Provider: In-Tend Ltd.

Of the modules you have purchased this, which are you actively using?

E-procurement system:

- Purchase Order module
- E-invoicing module

E-tendering system:

- Tendering module

What do you see as the limitations to the current system;

- a) Does the current system meet your needs*
- b) User friendliness / intuitiveness*
- c) Workflows / processes unclear*
- d) Hard to navigate*
- e) Pages have too much information on them*
- f) No user guide available*
- g) No on-demand / immediate support*
- h) Terminology / wording not suited to all types and levels of staff within the organisation*
- i) Not efficient*
- j) Other, please specify*

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

The Freedom of Information Act does not require public authorities to answer questions if they do not already have the relevant information in recorded form. In this case, we hold no recorded information relevant to this question.

Does your organisation have clearly defined and documented processes in relation to contract management?

No.

If yes, approximately what % of Council [University] staff use this;

- a) Below 25%*
- b) 25%*
- c) 50%*
- d) 75%*
- e) Over 75%*

Not applicable.

Do you have a dedicated contract management or monitoring function within the Council [University]?

No.

If Yes, where does this function sit within the organisation i.e. Procurement, Audit. Please provide a copy of Terms of Reference / Strategy for this function.

Not applicable.

Do you have a central contracts register for all third party contracts and agreements entered in to by the Council [University]? Please note, 'Central' refers to all contract data being held in one place i.e. within a legal or procurement function.

No.

If yes, what is the lower limit of contracts placed on the register?

Not applicable.

If yes, is the contract register;

- a) Own, bespoke - Excel, access type database*
- b) Third party system / e-procurement solution - the Contracts Register Service, JCAD*

Not applicable.

How many current / active contracts do you have on your contracts register?

Not applicable.

Of those current / active contracts on your register, how many do you have physical contact for (whether as a soft or hard copy)? It is approximately,

- a) less than 25%,*
- b) 25%*
- c) 50%*
- d) 75%*
- e) don't know*

Not applicable.

Of those current / active contracts on your register, what is their combined total contract value

Not applicable.

Of those current / active contracts on your register, what is their combined annual value

Not applicable.

Of those current / active contracts, how many have you successfully renegotiated, varied or engaged and what was the saving you achieved in the last financial year from this activity in the last full financial year (2014/15)?

- a) *Answer -*
- b) *Don't know*

On the assumption that this question also refers to contracts on a register, this is also not applicable to the University.