

[REDACTED]

09 April 2015

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_15-061)**

We have now considered your request of 20 March 2015 for information relating to the University's procurement processes. Our response is on pages 2-4 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 questions 4a and 9.

In our email of 20 March, we queried your references to 'the Council' in question 2. 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](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\_15-061)

1. Do you have a procurement compliance function (department or responsible person)?

Yes.

2. How do you undertake analysis of the Council's [University's] spend – using your financial management system or third party spend analytical tool?

Both. The University undertakes analysis using financial management data from our system and an external third party analytical tool.

3. How often do you use that

- a) Monthly
- b) Quarterly
- c) Annually
- d) Other, please specify

For the financial management data for our system, as and when required. For the external third party analytical tool, annually.

4. How many suppliers did you make a payment to within the periods;

a) 2012/13:

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

b) 2013/14:

2857

c) 2014/15:

2259 to date

5. What % of suppliers accounts for 80% of your spend (period covering 1 Apr 13 to 31 Mar 14)

9.1% of suppliers.

6. Does this spend analysis form part of Management Information presented / considered by a formal management group / procurement board?

No.

7. What's the approval mechanism for spend;

- a) above £500
  - i. budget holder
  - ii. specific board

Budget holder.

- b) £10,000
  - i. budget holder
  - ii. specific board

Budget holder.

- c) £25,000
  - i. budget holder
  - ii. specific board

Budget holder.

- d) £100,000
  - i. budget holder
  - ii. specific board

Specific board.

- e) £1,000,000
  - i. budget holder
  - ii. specific board

Specific board.

8. What is the level of early market engagement undertaken by your organisation. Is it carried out based on;

- a) Value threshold, if so what
- b) Risk
- c) Value and Risk
- d) Other, please specify

All of the above may be considered.

9. Approximately, as a % of all procurements undertaken, what % involve early market engagement?

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

**[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.

10. On what basis are you engaging with the market, as part of your early market engagement activity; tick all that apply

- a) Pricing models
- b) length of contracts
- c) service specification
- d) outcomes
- e) new technology / products
- f) contract packaging / lots
- g) other, please specify

These considerations are made on a project-by-project basis and could involve all the processes listed above.

11. Do you have a formal process for the consideration of the following procurement processes and can you evidence this i.e. sample reports, documents, minutes etc.?

- a) *Use of in-house service*
- b) *Use of existing contract*
- c) *Use of wider frameworks / collaborative arrangements*
- d) *Shared services with another body*
- e) *other delivery model*
  - a. *Joint Ventures*
  - b. *Local Authority owned Company*
  - c. *Teckel arrangement*
  - d. *Social Enterprise*
- f) *Decommissioning*
- g) *Demand management*
- h) *Facilitating sub-contract / consortium / partnerships*

No, there is no formal process for the consideration of the procurement processes noted in this question. These decisions are made on a project by project basis and could involve all the processes listed in this section.