

**From:** [Robert Gairey](#) on behalf of [Enquiries](#)  
**To:**  
**Subject:** Freedom of Information Request: Contract Register - response 22 March  
**Date:** 2024 06:56:50  
**Attachments:** [FOI Response - current live contracts 19.03.24.xlsx](#)

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Dear

Thank you 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 provide the following response below:

**Contract register request:**

Register of current live contracts provided in the attached spreadsheet.

All headings requested are covered.

Note that a section 151 officer usually applies to local authority organisations. However, Estyn's equivalent is HMCI Owen Evans who is also Estyn's Accounting Officer.

CPV Codes/Pro-Class is not recorded.

**Procurement Strategy Document Request**

Estyn adheres to Welsh Government's Welsh Procurement Policy Statement which sets the strategic vision for public sector procurement in Wales.

Information on this can be found here: <https://www.gov.wales/wales-procurement-policy-statement>

This statement is likely to be updated at some point this year in line with the procurement reforms coming into effect in the autumn of 2024.

**Contact details request**

API/data sharing – Mark Harris, Head of Finance and Business Services

([mark.harris@estyn.gov.uk](mailto:mark.harris@estyn.gov.uk))

Contracts register – Alison Palmer, Procurement Manager ([alison.palmer@estyn.gov.uk](mailto:alison.palmer@estyn.gov.uk))

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](mailto:enquiries@ico.gsi.gov.uk)

Yours sincerely

Robert Gairey

Swyddog Arweiniol Cyhoeddiadau / Lead Officer: Publications

Estyn

Arolygiaeth Ei Fawrhydi Dros Addysg A Hyfforddiant yng Nghymru His Majesty's Inspectorate For Education and Training in Wales

Cyfeiriad: Llys Angor, Heol Keen, Caerdydd, CF24 5JW

Address: Anchor Court, Keen Road, Cardiff, CF24 5JW Ffôn Estyn/Estyn Phone: 02920 446309

E-bost/E-mail: [robert.gairey@estyn.gov.wales](mailto:robert.gairey@estyn.gov.wales)

Gwefan/Website: [www.estyn.llyw.cymru](http://www.estyn.llyw.cymru) / [www.estyn.gov.wales](http://www.estyn.gov.wales) Mae Estyn yn croesawu gohebiaeth yn Gymraeg a Saesneg. Bydd gohebiaeth a dderbynnir yn y naill iaith neu'r llall yn cael yr un flaenoriaeth.

Estyn welcomes correspondence in both English and Welsh. Correspondence received in either language will be given equal priority.

Dilynwch @EstynAEF / Follow @EstynHMI

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**From:**

**Sent:** Friday, February 23, 2024 12:03 PM

**To:** Enquiries <[Enquiries@estyn.gov.uk](mailto:Enquiries@estyn.gov.uk)>

**Subject:** Freedom of Information Request: Contract Register, Procurement Strategy, and Contact Details

You don't often get email from

Dear FOI Officer,

I am writing to submit a Freedom of Information request for information related to the

organisation's contracts register, procurement strategy document, and contact details. Please find the detailed requests below:

### **1. Contract Register Request:**

I am seeking the full and entirety of the organisation's contract register or database. The register should include the following columns/headings or something similar:

- Contract Reference -Unique reference number associated with the contract.
- Contract Title
- Procurement Category –
- Supplier Name
- Spend (Total, Annual or contract value)
- Contract Duration
- Contract Extensions
- Contract Start Date
- Contract Expiry Date
- Contract Description [Please provide me with as much detail as possible.]
- Contact Owner (Person that manages the contract register)
- Contact details of section 151 officer
- CPV codes/Pro-Class

If any of the headings within your contract register has not been provided, please state this within your response.

Please provide the contract's register file in Excel format.

### **2. Procurement Strategy Document Request:**

- Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2023-2024?

- If the Procurement Strategy is a strategic direction (2022-2025) instead of an annual plan, please provide an update document for 2023-2024. If an update cannot be provided, please provide information on when an update is planned to be published.
- We require the full document. If any parts of this document have been removed, please state this within your response.

### **3. Contact Details Request:**

- Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, Email Address].
- Provide contact details of the person responsible for the actual contract's register, including [Name, Job Title, Telephone, Email Address].

#### **IMPORTANT:**

1. If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.
2. If providing a weblink to a portal, ensure that all contracts are included, as some organisations may only upload a small portion of their contracts.
3. For organisations planning to make an exemption around spend, clarify that the spend information requested is an overall figure, and a complete breakdown is not required.

Please provide the contract's register file in Excel format.

Thank you for your prompt attention to this matter.

Sincerely,

Title	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) (FOI)
Out of hour emergency call out services - including key holding services/ first response.	Rapid Response Security Ltd	Call Off Contract	N - LANDLORD SECURITY SERVICES ALSO PROVIDES OUT OF HOURS SERVICE.	10/05/2016	On going Contract	09/05/2024	16-17	£0 - No Expenditure To Date
Stationery	Lyreco UK Ltd	NPS-CS-0053-16	NPS FRAMEWORK	16/01/2017	NPS Framework Extended	31/07/2024	16-17	
Multi-Function-Devices (Photocopier) Contract	Konica	CON14 2019-20	CCS3781 Lot 2	31/12/2019	3 yrs with option to extend 2 yrs	31/12/2024	19-20	<£10,000
Anchor Court Utility Electricity	New Provider - EDF Energy	CCS Framework	CCS Framework - Reviewed annually by CCS for best value	01/04/2020	1 Year rolling Contract with CCS	31/03/2024	20-21	£20,000
Assessrite Maintenance Agreement (150 licenses)	IDEAGEN GAEL LTD (Formerly Workrite)	Annual renewal	ITQ	04/05/2023	1 year	03/05/2024	21-22	<£10,000
Maintenance of Air con system - Server Room Only (provided by supplier of replacement system)	F&T REFRIGERATION LTD	NPS Framework for original contract -this is ongoing maintenance contract. (Originally	Annual PO for specialist maintenance	01/04/2021	rolling contract - low value	31/03/2024	21-22	<£10,000
Legal Services	Various Suppliers - Call Off Contract from Selected Suppliers on NPS Framework	NPS FRamework	Framework	01/04/2021	3 years	30/11/2024	21-22	<£10,000
CON06 21-22 - OUTSOURCED IT	BZB IT	ITT		07/02/2022	2 YRS	06/02/2024	21-22	£60,000
landlord services	Second Horizon			01/11/2021		01/11/2026	21-22	<£10,000
Pestcontrol (internal)	Rentokil (Formerly Envirocare)	Low Value annual PO	Low Val Annual PO	28/12/2023	12 months	27/12/2024	23-24	<£10,000
Refuse and recycling collections	Cardiff city council			01/04/2023	1 year	31/03/2024	23-24	<£10,000
Ann maintenance Intruder Alarm system	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	25/02/2024	1 year.	24/02/2025	23-24	<£10,000
BT - Red Care. (Out of hours responsibility)	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	25/02/2024	1 year.	24/02/2025	23-24	<£10,000
Internal Audit Services	TIAA Ltd	CON01 2022-23	ITT	01/06/2022	Initial 12 months, with the option to extend for upto a further 3 years	31/05/2024	22-23	£20,000
Media Monitoring Services	Meltwater	CON02 2022-23	ITQ	01/04/2022	Three years	31/03/2025	22-23	<£10,000
CON03a 22-23 Cleaning Services at Estyn	DCS	ITT	ITT	04/04/2022	3 years (1+1+1)	03/04/2024	22-23	£20,000
Penetration Testing	Cognisys Ltd	CON04 22-23		04/10/2022	1 Year (with 1 + 1 years on extension)	03/10/2024	22-23	£20,000
Planned Preventative Maintenance	Facilities Group Ltd	CON05 22-23		01/10/2022	Initial 24 month with the option to extend for a further 12months	30/10/2024	22-23	<£10,000
Welsh Translation Service for Estyn	Trosol	CON06 22-23 Welsh Translation Service for Estyn		01/11/2022	5 Years	30/10/2025	22-23	£90,000
Hotel Bookings	Agiito Ltd (Formally Capita Travel and Events)	CCS Framework		27/02/2023	4 years with option to extend for further 2 years	26/02/2027	22-23	>£100,000

Time and attendance management system - Hard/Soft Ware Maintenance agreement	Tensor	Annual renewal via PO - Low Value	Original procurement was via business case and ITT. This annual renewal is for the Hardware and Software maintenance.	01/06/2023	1 yr	31/05/2024	23-24	<£10,000
Shredding of Confidential papers	Restore Datashred (formerly PHS Datashred)	Low Value annual PO	ITQ	01/04/2023	12 months rolling contract - low value	31/03/2024	23-24	
Newspaper and online copying licence	Newspaper Licensing Agency	Low Value annual PO	Low Val Annual PO	29/06/2023	1 year	28/06/2024	23-24	
Events Management Tool	Eventsforce	Low Value annual PO	Low Value POR	29/12/2023	12 months	28/12/2024	23-24	<£10,000
Central Government and Copyright Licensing Agency 2018 - 2021	Copyright Licensing Agency	N/A	N/A	01/06/2023	1 year	01/06/2024	23-24	
Door entry system. Maint Maintenance of the Access Control System	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	28/04/2023	1 year (rolling Contract)	27/04/2024	23-24	<£10,000
CON01 DBS	Due Diligence Checking Ltd	ITT from DBS list of Umbrella Companies for Gov.uk - CON01 23-24 DBS	ITT	01/04/2023	2 years (3 Year extension option via 1+1+1)	31/03/2025	23-24	<£10,000
CON02 Provision of Standard 5 Inspection Services	Darnton B3 Ltd	ITQ		17/04/2023	Initial 2 years	16/04/2025	23-24	<£10,000
CON07 - HMI Broadband (& Telephone)	Gamma	CON07 23-24 - HMI Broadband	Annual Renewal	01/04/2023	3 years	31/03/2026	23-24	<£10,000
Office SIP Trunk - MS Team Calls routing service to landline	Gamma		CCS Framework - Network Services 3 - Lot 4B Direct Award	18/02/2024	3 years	17/02/2027	23-24	£20,000
HR Support services (including payroll and pensions admin)	Welsh Government	Annual SLA	Annual SLA TO BE RENEWED (this has been finally agreed and completed by July in previous years)	01/04/2023	1 YEAR	31/03/2024	23-24	£20,000
CON05 Website Hosting and Maintenance	Pobl Tech	CON05 23-24 : Contract		04/09/2023	TBC - Will have period of hosting and support	02/09/2024	23-24	<£10,000
CON 04 HR Case Management System	HFX Ltd	RM1557.13 GCloud 13 Call Off Contract		01/08/2023	24 months	31/07/2025	23-24	£20,000
CON11 23-24 HeadTeacher Conference - Events Management Company	Freshwater UK Ltd	NPS Framework	NPS Framework	20/11/2023	4 Months	01/03/2024	23-24	£30,000
CON13 23-24 CACI Annual Support and Maintenance	CACI	Contract	Contract	01/11/2023	2 years - 31/10/2025 (with option to extend for 1 year to 31/10/2026)	31/10/2025	23-24	£60,000

CON14 23-24 Agency Staff Framework	Hays	TEMPORARY WORKERS & SUPPLY TEACHERS (III) FRAMEWORK Lot 4: Managed Service Provision for Corporate Workers - WGCD-PCS-119-22	Framework	27/11/2023	3	26/11/2026	23-24	£30,000
CON15 2023-24 New Office Layout	Diverse Commercial Solutions Ltd	Contract	ITT	18/12/2023	4 months	31/03/2024	23-24	£30,000
CON16 2023-24 External review of Estyn/CIW joint inspections	The Learning Partnership	Contract	ITQ	15/01/2024	Up to 6 months - review to be conducted in current fin year	31/03/2024	23-24	£20,000
CON17 23-24 Business Analyst	TPXimpact Ltd	Quote to selected suppliers from Sell2Wales / CCS Framework	ITT	08/02/2024	Project to be completed by 31st March 2024 - Project Duration less than 2 months	31/03/2024	23-24	£20,000
CON19 23-24 Data Analyst	RedCortex Ltd	Quote to selected suppliers from Sell2Wales / CCS Framework		26/02/2024	Project to be completed by 31st March 2024 - Project Duration less than 2 months	31/03/2024	23-24	£20,000
CON20 23-24 HR Review	Seymour John Public Services (Midlands) Limited	Contract	ITT	19/03/2024	Project Duration	31/05/2024	23-24	£20,000
Employee Assistance Programme	SME HCI LIMITED and all Group Companies (trading as VIVUP)	NPS Framework	NPS Framework	01/09/2023	4 Years	31/08/2027	23-24	<£10,000
Occupational Health Programme	Insight Corporate Healthcare	NPS Framework	NPS Framework	01/10/2023	12 months (with option to extend 1+1+1 years)	30/09/2024	23-24	<£10,000