

**From:** [Robert Gairey](#) on behalf of [Enquiries](#)  
**To:**  
**Cc:** [Enquiries](#)  
**Subject:** 15 23 03 Request for information - Contract register - response  
**Date:** 24 February 2023 16:28:00  
**Attachments:** [Copy of Estyn's contract log - Feb 2023.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 attach a copy of Estyn's contract register as requested.

The person responsible for the contract register is Alison Palmer, Procurement Manager, who can be contacted at [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  
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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 @EstynAEM / Follow @EstynHMI

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**From:**

**Sent:** 30 January 2023 11:41

**To:** Enquiries <Enquiries@estyn.gov.uk>

**Subject:** Request for information - Contract register

RHYBUDD: Deilliodd yr e-bost hwn o du allan i system E-bost ESTYN. Peidiwch ag ateb, na chlicio ar ddolenni nac agor atodiadau oni bai eich bod yn adnabod cyfeiriad e-bost yr anfonwr ac yn gwybod bod y cynnwys yn ddiogel. WARNING: This email originated from outside ESTYN's email system. Do not reply, click links or open attachments unless you recognise the sender's email address and know the content is safe.

FOI Officer,

I would like to submit a request for some information from the organisation, in relation to their contract's register.

The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:

1. Contract Reference -Unique reference number associated with the contract.
2. Contract Title
3. Procurement Category –Please state the category name of the contract, I wish to know the category the contract is under.
4. Supplier Name
5. Spend (Total, Annual or contract value)
6. Contract's Duration
7. Contract's Extensions
8. Contract's Start Date
9. Contract's Expiry Date
10. Contract Description [Please provide me with as much detail as possible.]
11. Contact Owner (Person that manages the contract register)
12. Contract details of section 151 officer
13. CPV codes/Pro-Class

### **Contract Data/API Contact Details**

1. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title.

*(Meaning of API "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")*

- 2.

### **IMPORTANT**

1. If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.
2. You may forward me a Weblink to a portal to download the contract register, please make sure all the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all their contracts.
3. For those organisations planning to make an exemption around spend, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.

**Please provide me with the contract's register file in an excel format.**

Many thanks

Click [here](#) to report this email as spam.

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	09/05/2023	16-17	£0 - No Expenditure To Date
Stationery	Lyreco UK Ltd	NPS-CS-0053-16	NPS FRAMEWORK ITT	16/01/2017	NPS Framework Extended Initial 5 year SLA with subsequent extension.	31/07/2023 31/10/2023	16-17	£60,000
Annual Support and Maintenance of Estyn's Work Programme.	CACI Ltd	5 year SLA in place with suppl		01/11/2016			16-17	
The Provision of Disclosure and Barring Service Checks for Estyn	Due Diligence Checking	CON02 2018-19	ITQ	01/04/2018	2 years +1+1+1 years (Max Contract 5 years)	31/03/2023	18-19	
Standard 5 Health & Safety Inspections for Independent Schools	DarntonB3 Ltd	CON01 2018-19	ITQ	13/04/2018	2 Years +1+1+1 Years (Max 5 years)	12/04/2023	18-19	
Web Hosting, Support & Maintenance	Website Express	CON10 2018-19	ITT	01/03/2019	1+2+1 +1 years (Max 5 yrs)	28/02/2024	18-19	£30,000
Office calls (Lync), HMI Broadband & HMI telephone lines.	GAMMA	NPS Framework	ITQ	01/04/2020	3 YEARS	31/03/2023	19-20	£20,000
Events Management Tool	Eventsforce	Low Value annual PO	Low Value POR	29/12/2019	24 months	28/12/2023	19-20	<£10,000
Occupational health and associated services	Insync Corporate Healthcare	NPS-PSU-0091-18 Occupational Health and Associated Services	DIRECT AWARD BY WG FOR ASPBS : NPS OCCUPATIONAL HEALTH & ASSOCIATED SERVICES (LOT1)	01/04/2019	4 years	31/03/2023	19-20	<£10,000
Employee Assistance Programme	Care First	NPS-PSU-0091-18 Occupational Health and Associated Services	NPS OCCUPATIONAL HEALTH & ASSOCIATED SERVICES (LOT2 - Employee Assistance Programme)	01/04/2019	4 years	31/03/2023	19-20	<£10,000
Free post arrangement for return for inspection questionnaires.(License fee)	Royal Mail	Low Value annual PO	Low Val Annual PO	01/04/2021	12 Months	30/03/2023	20-21	<£10,000
Assessrite Maintenance Agreement (150 licenses)	IDEAGEN GAEL LTD (Formerly Workrite)	Annual renewal	ITQ	04/05/2022	1 year	03/05/2023	21-22	<£10,000
Maintenance of Air con system (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	1 year	31/03/2023	21-22	<£10,000
Evac Chair maintenance (2 chairs)	Evac Chair Service	Annual renewal for specialist maintenance	Annual maintenance quote.	24/06/2021	Annual	23/06/2023	21-22	<£10,000
Mobile and Data	Daisy Corporate Services Trading Limited	CON03 2021-22 / Framework - Crown Commercial Services RM3808 Lot 6 Direct Award	Framework - Crown Commercial Services RM3808 Lot 6 Direct Award	01/10/2021	24 Months + option of 12 months extension	30/09/2023	21-22	
Legal Services	Various Suppliers - Call Off Contract from Selected Suppliers on NPS Framework	NPS FFramework	Framework	01/04/2021	3 years	31/03/2024	21-22	<£10,000
CON06 21-22 - OUTSOURCED IT landlord services	BZB IT	ITT		07/02/2022	2 YRS	06/02/2024	21-22	£60,000
Refuse and recycling collections	Second Horizon			01/11/2021		01/11/2026	21-22	<£10,000
Ann maintenance Intruder Alarm system	Cardiff city council			01/04/2022	1 year	31/03/2023	22-23	<£10,000
BT - Red Care. (Out of hours responsibility)	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	25/02/2022	1 year.	24/02/2023	22-23	<£10,000
Internal Audit Services	ADT Fire & Security	Annual renewal	NEW PO - ITQ PREV YEARS	25/02/2022	1 year.	24/02/2023	22-23	<£10,000
Media Monitoring Services	TIAA Ltd	CON01 2022-23	ITT	01/06/2022	Initial 12 months, with the option to extend for upto a further 3 years	31/05/2023	22-23	£20,000
CON03a 22-23 Cleaning Services at Estyn	Meltwater	CON02 2022-23	ITQ	01/04/2022	Three years	31/03/2025	22-23	<£10,000
HMCI Annual Report	DCS	ITT	ITT	04/04/2022	3 years (1+1+1)	03/04/2023	22-23	£20,000
Penetration Testing	Pobl Tech	CON03 22-23		01/04/2022	12 months	31/03/2023	22-23	<£10,000
Planned Preventative Maintenance	Cognisys Ltd	CON04 22-23		04/10/2022	1 year +2 years on extension	03/10/2023	22-23	<£10,000
Welsh Translation Service for Estyn	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
Creation of an activity and workforce model	Trosol	CON06 22-23 Welsh Translation Service for Estyn		18/02/2023	Initial 3 yrs with the option to extend for further 2 yrs	17/02/2026	22-23	£90,000
	Spindoqs	CON08 2022-23		12/12/2022	3 months - duration of project	31/03/2023	22-23	<£10,000