

**From:** [Robert Gairey](#) on behalf of [Enquiries](#)  
**To:**  
**Cc:** [Enquiries](#)  
**Subject:** 01 22 05 FOI Request - Contract Register  
**Date:** 23 May 2022 14:44:00  
**Attachments:** [FOI Response 23.5.2022.pdf](#)  
[image001.png](#)

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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. I can also confirm that the person responsible for Estyn's contracts register is Alison Palmer, Procurement Manager, contactable 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 Mawrhydi Dros Addysg A Hyfforddiant yng Nghymru  
Her 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 [@EstynAEM](https://twitter.com/EstynAEM) / Follow [@EstynHMI](https://twitter.com/EstynHMI)

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**From:**

**Sent:** 22 April 2022 11:09

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

**Subject:** 01 22 01 FOI Request - 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. CPV codes/Pro-Class

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#### **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.")*

#### **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 Term (FOI)	Contract End Date	Expected Method of Renewal	Estimated Annual Spend (FOI)
Provision of Internal Audit Services	RSM	initially 1 yr (up to 3 years max ending 2022)	31/05/2022	Tender using CCS	<£20,000
Planned Preventative Maintenance	Green Property Solutions	Initially 20 months to next lease review in December 2020. Contract awarded for 20 months. Extended due to new lease negotiations and then COVID.	30/06/2022	Tender	< £10,000
Stationery	Lyreco UK Ltd	NPS Framework Extended	31/07/2022	NPS FRAMEWORK	<£10,000
New Vir System including support and maintenance	Method 4	Duration of project + 12 Months M&S + 12 extension	31/08/2022	ITT SELL2WALES	<£20,000
Broad band connection between Anchor Court and Stadium House (all internet and voice phone traffic)	BT - PSBA	Minimum duration 12 months, but contract has no expiry date once started.	30/09/2022	PUBLIC SECTOR BROADBAND AGGREGATION UNDER WG	<£10,000
Political Monitoring Service	Newsdirect	12 months	30/09/2022	ITQ - Low Value POR	< £10,000
Pestcontrol (internal)	Rentokil (Formerly Envirocare)	12 months	31/12/2022	Low Val Annual PO	< £10,000
Ann maintenance Intruder Alarm system	ADT Fire & Security	1 year.	24/02/2023	NEW PO - ITQ PREV YEARS	< £10,000
BT - Red Care. (Out of hours responsibility)	ADT Fire & Security	1 year.	24/02/2023	NEW PO - ITQ PREV YEARS	< £10,000
Web Hosting, Support & Maintenance	Website Express	1+2+1 +1 years (Max 5 yrs)	28/02/2023	ITT	< £30,000
HR Support services (including payroll and pensions admin)	Welsh Government	1 year	31/03/2023	SLA PO TO BE RENEWED (this has been July in previous years)	£20,000
Maintenance of Air con system (provided by supplier of replacement system)	F&T REFRIGERATION LTD	1 year	31/03/2023	Annual PO for specialist maintenance	< £10,000
Refuse and recycling collections	Cardiff city council	1 year	31/03/2023	Rollin Contract Annual	< £10,000
Cleaning Contract	Diverse Commercial Services	initially 12 months (+ 12months + 12 months optional Ext).	03/04/2023	ITT	< £20,000

Provision of Temporary Workers	Hays Recruitment	Initially duration - 31 months (+ 12 months optional ext). Option to extend is to be taken whilst new Framework Options being explored.	30/04/2023	NPS TEMPORARY WORKERS & SUPPLY TEACHERS FRAMEWORK - REF: NPS-PSU-0088-18	<£150,000
Assessrite Maintenance Agreement (150 licenses)	IDEAGEN GAEL LTD (Formerly Workrite)	1 year	03/05/2023	ITQ	< 10,000
Out of hour emergency call out services - including key holding services/ first response.	Rapid Response Security Ltd	Ongoing Contract	09/05/2023	Landlord Security Service also provides Out of Hours Service.	No Expenditure to date
Evac Chair maintenance (1 chair)	Evac Chair Service	Annual	23/06/2023	Annual maintenance quote.	<£10,000
Media monitoring and contacts database	Meltwater	3 year	31/03/2025	ITQ	< £10,000