



FREEDOM OF INFORMATION REQUEST



Request Number: F-2015-01057

Keyword: Organisational Information/Governance

Subject: Procurement Tool And Contract Management

Request and Answer:

Question 1

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

Question 2

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

Question 3

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

Answer 1-3

Searches were conducted however these searches failed to locate any records or documents relevant to your request based on the information you have provided. PSNI's e-procurement / e-tendering competitions are managed and run by the Central Procurement Directorate (CPD) within the Department of Finance and Personnel at Stormont and I believe that they would be best placed to provide any response to these questions.

A link to FOI Department can be found at

<http://www.dfpni.gov.uk/cpd>

Accordingly, I have determined that the Police Service of Northern Ireland does not hold the information to which you seek access in questions 1 to 3.

Question 4

Does your organisation have clearly defined and documented processes in relation to contract management? Yes/No

Answer

Yes

Question 5

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

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

Answer

All contract managers use these processes

Question 6

Do you have a dedicated contract management or monitoring function within the Council? Yes/No

Answer

Yes

Question 7

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.

Answer

This function sits with Procurement. A copy of the policy can be found on the PSNI website and I have placed a link below for your convenience.

http://www.psni.police.uk/service_procedure_12-12_amended_23-08-13.doc_redacted.pdf

Question 8

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

Answer

Yes

Question 9

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

Answer

£30,000

Question 10

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

Answer

Bespoke through 'Integra' system.

Question 11

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

Answer

360 contracts.

Question 12

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

Answer

Greater than 75%.

Question 13

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

Answer

Searches were conducted however these searches failed to locate any records or documents relevant to your request based on the information you have provided. PSNI do not calculate the total value of all 360 contracts. However, we keep a record of the total value of our top 40 business critical contracts. This was £601.75 million for the last complete (2013/14) financial year.

Question 14

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

Answer

£232 million for 2013/14

Question 15

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

Answer

PSNI / CPD score the performance of each contract. For the top 40 contracts we proactively review performance and seek improvements. In 2013/14 we negotiated £4.5 million in savings against existing contracts.

If you have any queries regarding your request or the decision please do not hesitate to contact me on 028 9070 0164. When contacting the Freedom of Information Team, please quote the reference number listed at the beginning of this letter.

If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter. In the event that you require a review to be undertaken, you can do so by writing to the Head of Freedom of Information, PSNI Headquarters, 65 Knock Road, Belfast, BT5 6LE or by emailing foi@psni.pnn.police.uk.

If following an internal review, carried out by an independent decision maker, you were to remain

dissatisfied in any way with the handling of the request you may make a complaint, under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the PSNI has complied with the terms of the Freedom of Information Act. You can write to the Information Commissioner at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out, however the Commissioner has the option to investigate the matter at his discretion.

Please be advised that PSNI replies under Freedom of Information may be released into the public domain via our website @ www.psni.police.uk

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.