

[REDACTED]

From: FOI
Sent: 01 August 2022 09:10
To: [REDACTED]
Subject: FOI 055-22 - Response
Attachments: FOI 055-22 - Contracts Register.pdf

Dear [REDACTED],

Our Ref: FOI-055-22

Thank you for your email to the Electoral Commission dated 7 July 2022.

The Commission aims to respond to requests for information promptly and has done so within the statutory timeframe of twenty working days.

Your request is shown below with our responses interspersed:

We hold some of the information you have requested.

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.*

The Commission considers the requested information is exempt from disclosure as it is personal data as defined by the Data Protection Act 2018 and is therefore exempt from disclosure under Section 40 (Personal Information) of Freedom of Information Act.

It has been the custom and practice for the Commission to generally only release the

names of staff down to 'Head of Service' level, which the Commission considers meets the Transparency Code issued by the Secretary of State for Communities and Local Government. Furthermore the Commission considers that this position is consistent with guidance issued by the Information Commissioner, including a Decision Notice issued in respect of a similar request FS50276863.

The information you have requested would identify individuals who are employed by the Commission to undertake work within the community at large. This would be hindered, should their names be released in response to a request such as this. Therefore you will not be provided with the requested information.

However as part of the Commission's duty to assist under Section 16 of the Freedom of Information Act 2000, you can email Procurement@electoralcommission.org.uk or call us on 0333 103 1928.

(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.")
Not used

IMPORTANT

1. *If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.*

We do not have a CRM system.

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.*

We are providing a PDF version of the live information. Please see the attached.

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.

Please see our answer to 2, above; this has been sent in PDF format. This is the format in which the Commission responds, sometimes there can be hidden data in Excel files, so this is the preferred format used.

The Commission strives to be an open, transparent authority and I trust that this information satisfies your request.

If you are not satisfied with this response, please note that the Commission operates a review procedure, details of which can be found on the Commission website at:

<https://www.electoralcommission.org.uk/freedom-information/make-a-freedom-information-request>.

Please also note that if you have exhausted all internal Commission review procedures and you are still not satisfied you have the right to appeal to the Information Commissioner. Details of this procedure can be found on the ICO website: <https://ico.org.uk/>.

Yours sincerely

Information Officer

FOI@electoralcommission.org.uk

The Electoral Commission

electoralcommission.org.uk

CONTRACTS REGISTER [21 July 2022]

Procurement Procedure	Contract Reference No	Contract Title	Service Provider / Supplier Name	Contract Value (exc. VAT)	Contract Term (Mths)	Nature of Contract	Contract Start Date	Contract End Date	Option to Extend (Y/N)	Extension Period (months)	Is Contract Live (Y/N)	Is Leasing included? (Y/N)
Call-off mini-competition	FC0253-HL-COMMS	Welsh Early Voting Pilots - Polling Station Exit Interviews	Strategic Research and Insight Ltd	Spend to date: £46,932 (budget £60k)	5	CCS Framework (RM6126)	12/04/22	30/09/22	N	N/A	Y	N
Open Procedure	C0128-BD-COMMS	Youth Voice	a) Omidaze (Wales); b) NIYP (Northern Ireland); c) Participation People (England & Scotland)	Spend to date: a) £10,000; b) £8,958; c) £20,515	12	EC PO Terms	01/02/22	29/01/23	Y	12	Y	N
Restricted Procedure	C0130-SC-COMMS	Advertising, Media Planning and Media Buying	McCann	Call off contract, each campaign costed and agreed as and when required to agreed rates	48 (if extended)	EC Contract Terms	01/06/22	29/05/25	Y	12	Y	N
Restricted Procedure	C0132-NN-COMMS	Parliamentary Monitoring	a) Brown o'Connor (Northern Ireland); b) Camlas (Wales); c) Newsdirect (Scotland); d) Randalls's Monitoring (Westminster)	a) £5,400; b) £4,000; c) £9,850; d) £8,000	12	EC PO Terms	01/02/22	31/01/23	Y	12	Y	N
Direct Award	C0133-PT-COMMS	Post Poll Public Opinion May 2022	YouGov	£49,640	4	Supplier Contract Terms	06/04/22	21/08/22	N	N/A	Y	N
Direct Award	C0127-BH-COMMS	MSQ Media Buying	MSQ	Agreed rates	19	Supplier Contract Terms	01/01/21	31/07/22	N	N/A	Y	N
Open Tender	C0124-TB-FCS	Outsourced Payroll Services	Zellis UK Ltd	£125,733	36	Supplier Contract Terms	01/04/21	31/03/24	N	N/A	Y	N
RFQ	FC0237-JG-FCS	Occupational Health	Innovate Healthcare Management Group	Pay per Service Model - agreed rates	24	Supplier Contract Terms	16/12/20	15/12/22	Y	24	Y	N
Call-off mini-competition	FC0236-EA-FCS	Unified Communications	Specialist Computer Centres	£524,043 (including £40,168 phone rental 3 years)	36	HTC Framework, Commit 2	18/12/20	17/12/23	Y	24 + 24	Y	Y
Call-off mini-competition	FC0231-OH-COMMS	Media Monitoring Service	Press Data Ltd	£160,000	24	CCS Framework (RM3708)	27/03/20	26/03/22	Y	24	Y	N

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Open Tender	C0120-BH-COMMS	Corporate Products	PS London	£160,000	36	Competitive Tender for Contract-EC Terms and Conditions	24/12/19	23/12/20	Y	24	Y	N
Call-off mini-competition	FC0227-DB-FCS	CMIS Committee Management Information System	Astech	£33,600	36	Gcloud	07/10/19	06/10/22	Y	To be agreed	Y	N
Call-off - mini-competition	FC0226-EA-FCS	Laptop Computers, Docking Stations & Support	European Electronique	£177,595	36	CCS Framework (RM3733)	09/12/19	08/12/22	N	N/A	Y	N
Call-off - mini-competition	FC0225-PS-FCS	Procurement Portal	In-Tend	£25,560	24	ESPO Framework Agreement	03/02/20	02/02/22	Y	24	Y	N
Call-off - mini-competition	FC0224-NA-FCS	Internal Audit	RSM	£149,557	36	CCS Framework (RM3745)	01/04/20	31/03/23	Y	12	Y	N
Call-off - mini-competition	FC0222-RS-FCS	WAN/LAN Tender	Exponential-e	£204,368	36	CCS Framework	31/10/19	30/10/22	Y	24	Y	N
Call-off - mini-competition	C0115-EA-FCS	MS Ilcenses	Pheonix	£141,273	36	CCS Framework RM3733	30/04/19	29/04/22	N	N/A	Y	N
Direct Award	FC0216-MS-FCS	Office Supplies Stationary Contract	Staples	£4163 (spend in FY19/20)	36	Office Supplies framework	01/04/19	31/03/22	Y	12	Y	N
Open Tender	C0113-LM-COMMS	Parliamentary Monitoring Tender	Brown O Conner	£26,140	12	Competitive Tender for Contract-EC Terms and Conditions	05/11/18	04/11/19	Y	36	Y	N
Open Tender	C0106-JG-FCS	Employee Assistance Programme	Health Assured	£2,194 pa	24	Provide confidential advice and support to employees	01/12/2018	30/11/20	Y	24	Y	N
Restricted Tender	C0104-SH-COMMS	Electoral Commission Digital Services Provider	Numiko	£598,000	36	Competitive Tender for Contract-EC Terms and Conditions	11/06/18	10/06/21	Y	24	Y	N
Restricted Tender	C0095-ES-COMMS	Northern Ireland Media Planning and Buying	ASG and Partners	£750,000	36	Competitive Tender for Contract-EC Terms and Conditions	02/01/18	01/01/21	Y	36	Y	N

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Call-off - mini-competition	Print Tender	Print services Framework for reports and flyers/promotional materials.	Allied Publicity Services	£110,000	12	CCS Framework- (RM3785)	05/10/17	31/12/18	Y	36	Y	N
Call-off - mini-competition	C0055-PT-FCS	WAN and Internet Access	VodaPhone	£250,000	36	Framework CCS	01/06/14	31/5/17	Y	24	N	N
Call-off - one supplier		GPC 3 Framework Agreement	Barclaycard	unspecified	0	CCS Framework (RM1095)	30/07/14	Ongoing	Y	12	Y	N
Negotiated	ST0170	Legal Publication and on-line service subscriptions	Lexis Nexis	£46,718.54 (spend in FY19/20)	ongoing	Single Tender Action	01/04/10	Ongoing	Ongoing	Ongoing	Y	N
Negotiated	ST0170	Legal Publication and on-line service subscriptions	Thompson Reuters	£44,079.47 (Spend in FY 19/20)	ongoing	Single Tender Action		Ongoing	Ongoing	Ongoing	Y	N
Call-off - one supplier	FC0147	Storage and Distribution of Publications	EC Group	£70,840.60 (Spend in FY19/20)	ongoing	Framework COI	01/01/07	Ongoing	Ongoing	Ongoing	Y	N