
From: FOI
Sent: 13 April 2021 11:59
To: [REDACTED]
Subject: FOI 033-21 - Response
Attachments: FOI 033-21.pdf

Dear [REDACTED]

Our Ref: FOI 033-21

Thank you for your request under the Freedom of Information Act dated 12/03/2021.

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 followed by our responses.

I want 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 or Annual)**
- 6. Contract Duration**
- 7. Contract Extensions**
- 8. Contract Starting Date**
- 9. Expiration Date**
- 10. Contract Description [Please provide me with as much detail as possible.]**
- 11. Contact Owner (Full contact details if possible.)**
- 12. CPV codes/ProClass**

IMPORTANT

- 1. 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.**
- 2. 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.

- 3. You may forward me a Weblink to a portal to download the contract register, please make sure all of the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all of their contracts. Please do not**

think that this is the only information I require if you could provide me with more information that would be great.

We are providing a PDF version of the live information.

Contract Data/API Contact Details

13. 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

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

Please see our answer to 3, 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.

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:
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 Team

<div> <div>The Electoral Commission</div> <div>CONTRACTS REGISTER [31 March 2021]</div> </div>											
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 Leasing included? (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	N
Open Tender	C0126-RT-EAG	Audit of Electoral Commission's Statutory Welsh Language Standards	Ateb	£12,000	3	Purchase Order Terms	01/01/21	31/03/21	N	N/A	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	N
Open Tender	C0123-JCD-FCS	Bunhill Row Office Refurbishment	Infinity House Group (T/A Habit Action)	£331,717	12	JCT Design and Build	16/01/21	15/01/22	N	N/A	N
Call-off mini-competition	FC0247-SE-COMMS	May 2021 Post-Poll Public Opinion	Savanta ComRes	£59,950	3	CCS Framework (RM6018)	22/03/21	28/06/21	N	N/A	N
Direct Award	FC0245-KR-FCS	Recruitment of the Commissioner for Northern Ireland	Gatenby Sanderson	£22,549	11	CCS Framework (RM6002)	21/01/21	30/11/21	N	N/A	N
Call-off mini-competition	FC0243-SE-COMMS	Winter Tracker Research 2021/24	YouGov	Wave 1 - £27,646	3	CCS Framework (RM6018)	05/01/21	31/03/21	Y	36	N
Call-off mini-competition	FC0239-ER-COMMS	Modernising Elections - Public Opinion Research	ESRO (T/A Revealing Reality)	£109,266	3	CCS Framework (RM6160)	18/12/20	31/03/21	N	N/A	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	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, Comit 2	18/12/20	17/12/23	Y	24 + 24	Y
Call-off mini-competition	FC0234-PS-FCS	Pay, Reward and Benchmarking	Korn Ferry	£38,940	24	CCS Framework (RM3745)	25/05/20	24/05/22	Y	12	N
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	N

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Call-off mini-competition	FC0230-SE-COMMS	May 2020/21 Public Awareness Campaign - Tracking Research	YouGov	£59,610	14	CCS Framework	03/02/20	30/06/21	N		N
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	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	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	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	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	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	N
Open Tender	C0118-JH-FCS	Surveying our employees	DJS Research	£14,000	7	Competitive Tender for Contract-EC Terms and Conditions	01/11/19	30/06/20	Y	24	N
Open Tender	C0117-JH-FCS	Leadership and management Development programme, 2019/20	MTD	£31,705	24	Competitive Tender for Contract-EC Terms and Conditions	01/11/19	31/10/21	N	N/A	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	N

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Call-off - mini-competition	FC0220-BC-COMMS	Media Buying	Manning Gottlieb OMD	£8,300,000	48	CCS Framework-(RM6003)	16/11/18	22/05/22	TBC	TBC	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	N
Open Tender	C0113-LM-COMMS	Parliamentary Monitoring Tender	Brown O Conner	£26,140	12	Competitive Tender for Contract-EC Terms and Conditons	05/11/18	04/11/19	Y	36	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	N
Restricted Tender	C0104-SH-COMMS	Electoral Commission Digital Services Provider	Numiko	£598,000	36	Competitive Tender for Contract-EC Terms and Conditons	11/06/18	10/06/21	Y	24	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 Conditons	02/01/18	01/01/21	Y	36	N
Call-off - mini-competition	FC0215-ES-COMMS	2018-2021 campaign.	MSQ	Up to £12,750,000	24	CCS Framework-(RM3744)	01/08/17	31/07/19	Y	36	N
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	N
Open Tender	C0082-PT-FCS-	Outsourced Switchboard Service.	Your Business Voice Ltd	£12,000	24	Competitive Tender for Contract	09/02/16	08/02/18	Y	24	N

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Open Tender	C0078--KA-FCS	Payroll Services	Northgate	£60,000	36	Competitive Tender for Contract	01/04/16	31/03/19	Y	24	N
Call-off - mini-competition	Travel Framework	Travel Services	Capita	ongoing	36	CCS Framework-(RM3744)	01/09/14	31/8/17	Y	12	N
Call-off - one supplier		GPC 3 Framework Agreement	Barclaycard	unspecified	0	CCS Framework (RM1095)	30/07/14	Ongoing	Y	12	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	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	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	N