

Information Governance

25 July 2018

Our Ref: RFI 24071

Dear

**Freedom of Information Act 2000
Information in relation to the supply of facilities management services**

I am writing to confirm that the South Eastern Health & Social Care Trust (the Trust) has now completed its search for information relating to the above which you requested on 27 June 2018.

A response to each of the questions raised has been provided by the Finance & Estates Directorate and is attached in Appendix A.

If you are unhappy as to how this request has been handled, you have the right to seek a review within the Trust in the first instance. You should write to the Information Governance Department, Lough House, Ards Community Hospital (informationgovernance@setrust.hscni.net) within two months of the date of this response and your complaint will be considered and a response provided, within 20 working days of receipt.

If, after receiving a response, you remain unhappy, you can refer your complaint to the Information Commissioner at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. It is important to note that if you refer any matter to the Information Commissioner, you will need to show evidence of having gone through the Trust's internal review procedure to try to resolve the matter with the Trust in the first instance.

If you have any queries about this letter, please do not hesitate to contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

Victoria Smith
Information Governance Assistant

Q. Under the Freedom of Information Act, I would be most grateful if you would provide me, with details pertaining to the supply of facilities management services (building services maintenance, manned security guarding and cleaning and janitorial services). The specific information I require is detailed below:

- a) How do you procure facilities management services (maintenance, cleaning, security, catering, energy and utilities)?**
- b) Who were the suppliers who applied for inclusion on each framework/contract for the supply of FM services and who were successful & unsuccessful at the PQQ & ITT stages?***
- c) What are the contract values of each framework/contract (& any sub lots), and each individual service (maintenance, cleaning, security, catering etc) year to date?**
- d) What was the start date & duration of framework/contract?**
- e) Is there an extension clause in the framework(s)/contract(s) and, if so, what is the duration of the extension?**
- f) Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?**
- g) Who is the senior officer (both inside and outside of procurement) responsible for this contract?**

A. The Trust manages all of the above requested Facilities Management (FM) services in-house.

The procurement of goods and services for the Trust is managed and delivered by the Procurement and Logistics Service (PaLS), which is accredited as a Centre of Procurement Expertise (COPE).

PaLS is part of the Business Services Organisation (BSO) which provides a broad range of regional business support functions and specialist professional services to the whole of the health & social care sector in Northern Ireland.

The information on our contracts is collated and held by BSO and Central Procurement Directorate (CPD) in the links below

<http://www.hscbusiness.hscni.net/services/2549.htm>

<https://www.finance-ni.gov.uk/publications/cpd-contracts-awarded-1-april-2016-onwards>

You may also search the eTendersNI website for information on previous and current procurements:

<https://etendersni.gov.uk/epps/quickSearchAction.do?searchSelect=1&selectedItem=quickSearchAction.do%3FsearchSelect%3D1>