

[REDACTED]

Date: 19 April 2024
Reference: F0006803

Dear [REDACTED]

Thank you for your request of 18 April 2024, for the release of information held by the Civil Aviation Authority (CAA). For reference your original enquiry was as follows:

Spend on Office supplies and associated products for the below financial years.

1st April 2022 – 31st March 2023

1st April 2023 – 31st March 2024

Start date & duration of Contract?

Is there an extension clause in the contract and, if so, the duration of the extension?

Has a decision been made yet on whether the contract is to be either extended or renewed?

Who is the senior officer (outside of procurement) responsible for the contract?

Name of Incumbent Supplier?

How long have you traded with them?

If you publish your register of contracts and purchasing, can you please provide a website link.

In addition, can you confirm if you have a contract in place for Tail End Spend.

Your request has been considered in line with the provisions of the Freedom of Information Act 2000 (FOIA). I can confirm that the CAA holds some information within scope of the above enquiry; if I may I shall address each of your points in turn:

Spend on Office supplies and associated products for the below financial years.

1st April 2022 – 31st March 2023

£118,919.96

1st April 2023 – 31st March 2024

£49,807.47

Start date & duration of Contract?

2 October 2021-Quarter 4 2024

Is there an extension clause in the contract and, if so, the duration of the extension?

No further extensions is available.

Has a decision been made yet on whether the contract is to be either extended or renewed?

Civil Aviation Authority

Aviation House, Beehive Ring Road, Crawley, West Sussex RH6 0YR. www.caa.co.uk

Email: foi.requests@caa.co.uk

Yes; the CAA will be retendering this year using the CCS Framework RM6299 Office Solutions.

Who is the senior officer (outside of procurement) responsible for the contract?

The information you are requesting, namely contact details of a specific individual, is exempt by way of section 40(2) of Freedom of Information Act since disclosure of this information would breach current data protection legislation.

The individual concerned has not consented to their personal data being disclosed. The management of the contracts, however, falls within the remit of our procurement team, I can provide contact details for the team in general:

Email: procurement@caa.co.uk.

Website: How and what we buy | Civil Aviation Authority (caa.co.uk)

Name of Incumbent Supplier?

ACS Technology Group Ltd

How long have you traded with them?

6.5 Years

If you publish your register of contracts and purchasing, can you please provide a website link.

The CAA does not currently have a published register.

In addition, can you confirm if you have a contract in place for Tail End Spend.

It is the CAA's position that for this element of your request not information is held.

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

FOI.Requests@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set out below. A request for an internal review should be submitted within 40 working days of the date of this letter.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at FOI - Freedom of Information (caa.co.uk).

Yours sincerely

Freedom of Information Team
Information Rights Specialist

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.