



8 August 2017

By email to: request-420077-832238d7@whatdotheyknow.com

Dear Jenny Harris

I refer to your Freedom of Information request received on 20 July 2017 about the Finance/ERP system.

I can confirm that the University holds most of the information requested and is releasing this to you almost entirely.

Details of exemptions applied are below. Where any information is “not held”, this is explained below. Those parts of the University’s response (together with the details of how to ask the University to review the management of your request, or thereafter to seek a review by the Scottish Information Commissioner, should you wish to do so – please see below) constitutes the notice in writing that the information specified is not held by the University which is required under section 17 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

Your enquiry and the University’s response.

Please see appendix.

This concludes the University’s response.

Your right to seek a review of how your information request was managed

If you are not satisfied with our response or our reasoning set out above, you have 40 working days in which to require a review of our decision. Any such request should be put in writing and should be sent to the University Secretary, Abertay University, at the address provided below. The request should:

- (a) detail your request for a review of our decision to be undertaken
- (b) describe the nature of your original request
- (c) explain the reasons why you are dissatisfied with our response

University Secretary
Abertay University
Bell Street
Dundee
DD1 1HD
Tel (01382) 308016

E-mail: S.Stewart@abertay.ac.uk

If you remain dissatisfied with how your request for information has been dealt with, you also have the right, in terms of section 47 of FOISA, and within 6 months, to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's website:

<http://www.itspublicknowledge.info>

or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner,
Kinburn Castle,
Doubledykes Road, St Andrews,
Fife KY16 9DS

Telephone: 01334 464610

Fax: 01334 464611

E-mail: <mailto:enquiries@itspublicknowledge.info>

Website: <http://www.itspublicknowledge.info>

Or via the SIC's online appeals service:

<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

If you are unhappy with the Commissioner's decision, you also have the right to appeal further to the Court of Session, on a point of law only, under section 56 of FOISA. Please refer to the Commissioner's website (details above) for further information about your right of appeal to the Court of Session.

Yours sincerely,

FOI Processing

Academic Registry
Abertay University

Abertay University is a registered Scottish charity, no. SC016040

Appendix

Please could you provide the following information regarding your ERP / Finance system:

1. What ERP (Enterprise Resource Management) or Finance system is currently used at the University?

Aptos

2. When does your contract expire?

31-07-18

3. Do you have any planned upgrades of the software? If so, when?

Yes, in August 17.

4. Are you planning to go to market for a different ERP/ Finance system? If so, when?

No.

5. How many users / licenses of the system do you have at the University?

50 concurrent licenses.

6. Who is the person responsible for your ERP / Finance system? Please provide full name, title and contact information if possible.

If you visit the University's webpage at <https://www.abertay.ac.uk/> and type "Information Services" into the search box at the top right, and then click on "Staff" tab of the results page, this will provide you with publicly-accessible contact details for staff.

Where information is already 'otherwise accessible' to you as explained in this response, it is exempt from being provided in response to a freedom of information request: this is by subsection 25(1) of the Freedom of Information (Scotland) Act 2002.

Finance (and other) systems are procured by the University's Procurement Service. Their email address is:

procurement@abertay.ac.uk

and the University's Procurement webpage is at:

<https://www.abertay.ac.uk/discover/the-university/governance-and-management/procurement/>

In order to be considered for these potential future opportunities, suppliers should register their company on the Public Contracts Scotland (PCS) website.

www.publiccontractsscotland.gov.uk

PCS is the Scottish Public Sector's recommended portal to advertise contract opportunities. Registration is simple and free and by creating a company profile and indicating the relevant areas of supply or service of interest, suppliers can be alerted of appropriate tendering opportunities by email. Abertay University currently advertises any contract opportunities in excess of £50,000 within the PCS site.

With lower value opportunities, where an invitation to quote is acceptable, suppliers with profiles on PCS make themselves visible to public sector buyers who may search the portal for potential interested bidders.

Guidance documents and a helpdesk number are available within the PCS site to assist, if necessary.
