



03 August 2020

By email to: [request-674714-119b0c57@whatdotheyknow.com](mailto:request-674714-119b0c57@whatdotheyknow.com)

Dear A J Dean,

I refer to your Freedom of Information request received on 6 July 2020 about catering and soft and hard management services.

Details of any 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 can the University indicate whether each of their catering, soft FM and hard FM services are contracted out, or delivered in-house. If any of your services are contracted out, please provide the following details for each outsourced contract (in Excel format):

Contract name

Contract start date

Contract end date

If there is the potential to extend the contract beyond the end date, and if so, by how many years

Annual contract value

Name of the current contractor

The contact details of the person responsible for procuring the services

The University currently directly employs all staff for catering, hospitality, soft & hard facilities management services.

We employ our cleaners, caretakers, security, porters and in-house maintenance team.

We procure other services such as pest control, water hygiene, fire alarm maintenance, waste management etc. In most cases, Abertay University purchase from suppliers appointed to National and Sectoral framework contracts established by public sector bodies, centres of expertise and consortia. APUC Ltd, Scottish Procurement and Crown Commercial Services are examples of these consortia. Given our relative small size, we will always explore a framework route in the first instance.

Where there is no suitable framework available or a framework does not meet the needs of the University, we seek quotations from suitable companies via competition. Like other Scottish public sector organisations, we both use the Public Contracts Scotland (PCS) website to advertise and tender contract opportunities with a value exceeding £50,000, where a suitable framework does not exist. We also use the PCS "Quick Quotes" system to issue invitations to quote for contracts with a value below £50,000.

The Head of Procurement is Mhairi Chalk [m.chalk@abertay.ac.uk](mailto:m.chalk@abertay.ac.uk)

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](mailto: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@spsso.gov.scot>

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

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