

Our ref: F21/173

9th September 2021

Dear Robert Parker

Freedom of Information (Scotland) Act 2002 - Information requested

Your request for information has been considered and the information held is noted below.

You requested the following information:

How are facilities management services (hard FM, soft FM or TFM) handled across your estate?

- If any services are outsourced, which services and to which suppliers?

This information we hold in relation to these services is outlined below:

Advanced Procurement for Universities and Colleges (APUC) publish a contracts register for University of the West of Scotland. This can be viewed on the following page: <https://www.apuc-scot.ac.uk/#!/institution?inst=30>

The following sections are relevant:

Vehicles, Fleet Management (Purchase, Lease, Contract Hire)

Estates & Buildings

Facilities Operations

Further information is also available on the Public Contracts Scotland website:

https://www.publiccontractsscotland.gov.uk/Search/Search_MainPage.aspx

[Search buyer: University of the West of Scotland]

Annex 1 – UWS contracts register relating to Construction & FM.

- What are the start dates and durations of these contracts, and which services are included in each?

This information is contained within the response above.

- Is there an extension clause in the contract(s) and if so, what is the duration of the extension?

This information is available on the Advanced Procurement for Universities and Colleges (APUC) contracts register for University of the West of Scotland. This can be viewed on the following page: <https://www.apuc-scot.ac.uk/#!/institution?inst=30>

Relevant extensions are also noted within Annex 1.

- Has a decision been made yet on whether the contract(s) are being either extended or renewed?

Each contract is reviewed around 3 months prior to the contract end date.

- What is the job title of the senior officer (outside of procurement) responsible for the contract(s)?

Director of Estates & Campus Services

- Do you utilise any outsourced helpdesk or FM integrator services? If so, with which supplier(s)?

Yes, Archibus and ISS

- Which software solution(s) are used to manage your corporate property/assets including facilities management (CAFM)?

Archibus

If you are not satisfied with the handling of your enquiry you have a right to review under the Act as laid out in the notices below.

Yours sincerely

**Freedom of Information Office
University of the West of Scotland**

Notices

1. Right of Review

In the event that you are dissatisfied with the handling of your request for information, you may require us to review our actions and decisions relating to your request ('Review Request').

Your Review Request must be made to us in writing or in other durable form, stating your name and address for correspondence, specifying the request for information to which your Review Request relates and the matters that have given rise to your dissatisfaction.

It must be provided to us within 40 working days (which phrase excludes Saturdays, Sundays, Christmas Day and Scottish Bank Holidays) after the expiry of the period within which we were obliged under the Act to respond to your request for information.

You may withdraw your Review Request by notice to us in writing at any time.

Assuming your Review Request is not withdrawn, we are required to conduct our review and respond to you ('Review Response') within 20 working days (which phrase excludes Saturdays, Sundays, Christmas Day and Scottish Bank Holidays) after the date on which we received your Review Request. The request for review should be addressed to:

Emma Cuckow, University Solicitor, University of the West of Scotland, Paisley Campus, Paisley, PA1 2BE Email: Emma.Cuckow@uws.ac.uk

2. Right of Appeal

In the event that you have not withdrawn your Review Request and we have failed to respond to you within the proscribed time, or you are dissatisfied with our Review Response, you may apply to the Scottish Information Commissioner for a decision as to whether we have dealt with your request in accordance with the Act ('Appeal Application').

Your Appeal Application must be made to the Scottish Information Commissioner in writing or in other durable form, stating your name and address for correspondence, specifying the request for information to which your Appeal Application relates and the matters that have given rise to your dissatisfaction.

It must be provided to the Scottish Information Commissioner within six months after the date you received our Review Response or, in the event that we did not provide you with a Review Response within the proscribed time, within six months after the expiry of that period. The address of the Scottish Information Commissioner is:

Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS Tel 01334 464 610; Fax 01334 464 611; email: enquiries@itspublicknowledge.info; www.itspublicknowledge.info