



Department for Business & Trade

Department for Business and Trade
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FOI2024/05543

03 July 2024

Dear Marta Nass,

Thank you for your email of 26th June where you requested the following information:

I would be most grateful if you would provide me, under the Freedom of Information Act, the following information regarding your facilities management approach for Small Business Commissioner:

- *How are facilities management services (hard FM, soft FM or TFM) handled across your estates?*
- *If any services are outsourced, which services and to which suppliers?*
- *What are the start dates and durations of these contracts, including the end date, and which services are included in each?*
- *What are the values of the contracts?*
- *Is there an extension clause in the contract(s) and if so, what is the duration of the extension?*
- *Has a decision been made yet on whether the contract(s) are being either extended or renewed?*
- *What is the job title of the senior officer (outside of procurement) responsible for the contract(s)?*
- *Do you utilise any outsourced helpdesk or FM integrator services? If so, with which supplier(s)?*
- *Which software solution(s) are used to manage your corporate property/assets including facilities management (CAFM)?*

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
- be provided with that information (subject to any exemptions under the Act which may apply).

I can confirm that The Department for Business and Trade does not hold this information. This is because we are not the correct authority to contact on this matter.

You may want to contact the office of the Small Business Commissioner at the following contact details:

FOI requests: enquiries@smallbusinesscommissioner.gov.uk.

Website: <https://www.gov.uk/government/organisations/small-business-commissioner>

Appeals procedure

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within 40 working days of the date of receipt of the response to your original request and should be addressed to the Information Rights Unit:

Information Rights Unit
Department for Business and Trade
Old Admiralty Building
London
SW1A 2DY
Email: FOI@businessandtrade.gov.uk

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Yours sincerely,

Department for Business and Trade