



APPENDIX A – FREEDOM OF INFORMATION REQUEST FORM

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):	D	
Family Name:	Smith	
Previous Family Name:		
Other name(s) known by:		
Date of Birth (dd/mm/yyyy):/...../.....	Male <input type="checkbox"/> or Female <input type="checkbox"/>
Nationality:		
Place of Birth:		

Section 2 – Applicant Details

Current Address:	
Postcode	
Daytime Telephone No:	
Email Address:	request-534182-85796f56@whatdotheyknow.com
Previous Address:	
Postcode:	



Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Dear Derby College,

I would be grateful if you could please provide me with the following information on the College procurement process.

1. How the College procures Construction Consultancy Services? In particular M&E consultancy services.
2. If by your own framework, please advise:
 - a. The titles and content of the relevant frameworks
 - b. The start and end dates of the frameworks
 - c. Any possible extension periods to the frameworks
 - d. The companies appointed under the current frameworks (in relation to m&e Consultancy Services)
3. If there is no framework in place how does the College typically procure m&e consultancies under and over OJEU value thresholds and if not a Trust procured framework which frameworks do you typically use?

Yours faithfully,
Mrs D Smith

Section 4 – Derby College Group's Response to Request (use extra sheets if necessary, but ensure attached to this request form)

1. How the College procures Construction Consultancy Services? In particular M&E consultancy services. **Dependent upon value and timescales, we would either select a known consultant, ask for quotes from a number of consultants, or, where the value is over £100k, perform a tender process.**
2. If by your own framework, please advise:
 - a. The titles and content of the relevant frameworks
 - b. The start and end dates of the frameworks
 - c. Any possible extension periods to the frameworks
 - d. The companies appointed under the current frameworks (in relation to m&e Consultancy Services) **N/A**
3. If there is no framework in place how does the College typically procure m&e consultancies under and over OJEU value thresholds and if not a Trust procured framework which frameworks do you typically use? **We would use either a quotation or tender process. Where possible we would use a framework agreement established by a central purchasing body such as ESPO, CPC or CCS.**

Internal use only

Section 5 – Declaration

Response to Freedom of Information Request approved by:

Name of Derby College representative: Cheryl Tacchi

Date: 22/11/18

Executive or Director authorisation (if required)

Name: Rosie O'Doherty

Date: 22/11/18