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Department for Transport
XXXXXXXXXXXXXXXXXX
Great Minster House
33 Horseferry Road
London
SW1P 4DR

DIRECT LINE: 020 7944 XXXX

Web Site: www.dft.gov.uk

Our Ref: F0008759

25 April 2012

Dear Sir/Madam,

Freedom of Information Request - F0008759

I am writing regarding your request for information, received on 27 March 2012. You requested information about suppliers of any software application used by the department, its agencies or NDPBs to record tender and contract details. You asked:

***“All government departments, their agencies and NDPBs are required under the Transparency agenda to publish on the Contracts Finder website details of all contracts in excess of £10,000. There are also likely to be many contracts of a lesser value.*”**

1. Can you please advise me of the name/supplier of any software application used by the department, its agencies or NDPBs to record tender and contract details, whatever their value, such as:

Title of Contract, Supplier, Contract start and end dates, Contract value, Contract extensions or variations...”

The Department for Transport was formed in 2002 and consists of a central department and seven executive agencies as follows:

Driver and Vehicle Licensing Agency (DVLA)
Driving Standards Agency (DSA)
Government Car and Despatch Agency (GCDA)
Highways Agency (HA)
Maritime and Coastguard Agency (MCA)
Vehicle Certification Agency (VCA)
Vehicle and Operator Services Agency (VOSA)

The Air, Marine, and Rail Accident Investigation Branches (AAIB, MAIB, RAIB) are also part of the central Department. The information requested can be found at Annex A. Other than the Microsoft Office Suite and other software listed in Annex A, we are not aware of any bespoke/specialist software being used to hold contract/tender information.

With regard to information held by our Non-Departmental Public Bodies (NDPBs), these are separate public authorities under the Freedom of Information Act 2000. You would

need to submit fresh requests for information direct to them. In case it's helpful I enclose a link to a page on our website which provides more information about our NDPBs:

<http://www.dft.gov.uk/transport-bodies/ndpb/>

If you are unhappy with the way the Department has handled your request or with the decisions made in relation to your request you may complain within two calendar months of the date of this letter by writing to the Department's Information Rights Unit at:

Zone D/01
Ashdown House
Sedlescombe Road North
Hastings
East Sussex TN37 7GA
E-mail: FOI-Advice-Team-DFT@dft.gsi.gov.uk

Please see attached details of DfT's complaints procedure and your right to complain to the Information Commissioner.

If you wish to discuss any of the above, please contact me. Please remember to quote the reference number above in any future communications.

Yours sincerely

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Your right to complain to the Department for Transport and the Information Commissioner

You have the right to complain within two calendar months of the date of this letter about the way in which your request for information was handled and/or about the decision not to disclose all or part of the information requested. In addition a complaint can be made that DfT has not complied with its FOI publication scheme.

Your complaint will be acknowledged and you will be advised of a target date by which to expect a response. Initially your complaint will be re-considered by the official who dealt with your request for information. If, after careful consideration, that official decides that his/her decision was correct, your complaint will automatically be referred to a senior independent official who will conduct a further review. You will be advised of the outcome of your complaint and if a decision is taken to disclose information originally withheld this will be done as soon as possible.

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

Annex A

Part of department	Software/supplier	Comments
DfT Centre IT services	Microsoft Office suite/Adobe	
DfT Centre Procurement	Microsoft Access	
AAIB	Microsoft Excel	
MAIB	Microsoft Excel	
RAIB	Microsoft Office Suite	
DSA	Microsoft Excel	*The DSA uses Excel as a contract database to record summary details of contracts awarded over £10,000. Tenders are kept on case files in paper form and no electronic record is kept of all tenders.
DVLA	Microsoft Office Suite	
GCDA	Microsoft Office Suite	
HA	Procurement Information Management System - Building Software Ltd eSourcing Web Hosted Service - BravoSolution Ltd Provision of ICT Services to the Highways Agency - ATOS IT SERVICES UK LTD	Re Procurement Information Management System - Although this contract has now expired it is in ongoing daily use and its support/maintenance costs are absorbed within the ATOS contract. (ATOS is a company that supplies ICT services to HA and the contract will expire in December 2012).
MCA	Microsoft Office Suite	
VCA	Microsoft Office Suite and Adobe PDF	
VOSA	VOSA subscribe to ProJEct - a web application provided by BiP Solutions.	This is an annual subscription.

***DSA contracts/tenders below £10k**

We do not hold information, in a central record, on contracts and tenders below £10k. This information is held by each individual team that procures the contract. To compile this information would require us to contact each team within DSA to find out which software application is used to hold contract and tender details. It would take longer than 24 working hours to compile this information. This information is therefore exempt from release under section 12(1) (cost of compliance exceeds appropriate limit) of the FoIA. The full text can be found in the attached Annex B.

It should be noted that DSA has not purchased any specialist software to store any contract and tender details. Therefore, it is likely that the information on contract and tender details for contracts below £10k will be stored in Microsoft software (Word, Excel, Access).

Annex B

Section 12 exemption:

Exemption where cost of compliance exceeds appropriate limit

(1) Section 1(1) does not oblige a public authority to comply with a request for information if the authority estimates that the cost of complying with the request would exceed the appropriate limit.

(2) Subsection (1) does not exempt the public authority from its obligation to comply with paragraph (a) of section 1(1) unless the estimated cost of complying with that paragraph alone would exceed the appropriate limit.

(3) In subsections (1) and (2) “the appropriate limit” means such amount as may be prescribed, and different amounts may be prescribed in relation to different cases.

(4) The Secretary of State may by regulations provide that, in such circumstances as may be prescribed, where two or more requests for information are made to a public authority—

(a) by one person, or

(b) by different persons who appear to the public authority to be acting in concert or in pursuance of a campaign,

the estimated cost of complying with any of the requests is to be taken to be the estimated total cost of complying with all of them.

(5) The Secretary of State may by regulations make provision for the purposes of this section as to the costs to be estimated and as to the manner in which they are to be estimated.