

Information  
Management and  
Compliance  
Directorate of  
Students and  
Education

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By email only: [REDACTED]

Wednesday, 22 April 2015

Dear [REDACTED]

### Freedom of information request – procurement and contract management

Further to your recent request for information held by King's College London, I am writing to confirm that the requested information is held by the university and a copy is enclosed with this letter.

Please forgive the slight delay in our response. This was due to staffing issues.

### Your request

We received your information request on 19/03/2015 and have treated it as a request for information made under Section 1(1) of the Act.

You requested the following information:

1. *Please provide the name and provider of your e-procurement/e-tendering system?*
2. *Of the modules you have purchased which are you actively using?*
3. *What do you see as the limitations of your current system?*
4. *Does your organisation have a clearly defined and documented process in relation to contract management?*
5. *If yes, what proportion of staff use it?*
6. *Do you have a dedicated contract management or monitoring function?*
7. *If yes, where does this function sit within the organisation?*
8. *Do you have a central contracts register for all third party contracts and agreements?*
9. *If yes, what is the lower limit of contracts placed on the register?*
10. *Is the register a third party or bespoke solution?*
11. *How many current/active contracts do you have on the register?*
12. *How many current/active contracts do you have a physical contract for?*
13. *What is the total value of the current/active contracts?*

## Our response

### Procurement and tendering systems

King's College London uses Science Warehouse e-procurement system and the e-tendering portal in-tend. The university uses all modules purchased.

We consider your request for our views on the 'limitations of the current system' to fall outside the scope of the Freedom of Information Act 2000 which provides a general right of access to information held by the university and does not extend to matters of opinion.

### Contract management

The university has clearly defined and documented processes for all matters which are financial in nature and all staff are expected to adhere to them. Further information about university finance and procurement policies is available on our website at the following URL:

The university has a central register for all contracts and agreements. This register is provided by a third party. There are currently 147 active contracts on the register with a combined value of £164,000,000. There is no lower limit for contracts added to the register.

### Your right to complain

If you are unhappy with the service you have received in relation to your information request or feel that it has not been properly handled you have the right to complain or request a review of our decision by contacting the Legal Compliance Manager within 60 days of the date of this letter.

Further information about our internal complaints procedure is available at the link below:

[http://www.kcl.ac.uk/college/policyzone/assets/files/governance\\_and\\_legal/Freedom\\_of\\_Information\\_Policy\\_updated\\_Oct\\_%202011.pdf](http://www.kcl.ac.uk/college/policyzone/assets/files/governance_and_legal/Freedom_of_Information_Policy_updated_Oct_%202011.pdf)

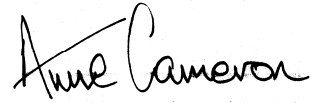
In the event that you are not content with the outcome of your complaint you may apply to the Information Commissioner for a decision. Generally the Information Commissioner cannot make a decision unless you have exhausted the internal complaints procedure provided by King's College London.

The Information Commissioner can be contacted at the following address:

The Information Commissioner's Office  
Wycliffe House  
Water Lane

Wilmslow  
Cheshire  
SK9 5AF.

Yours sincerely

A handwritten signature in black ink that reads "Anne Cameron". The signature is written in a cursive style with a large, looped initial 'A'.

Anne Cameron  
Legal Compliance Manager