



Department for Culture, Media and Sport
Fol Response



1 April 2009

CMS Case Number: 113979

Thank you for your request for information about food and catering procurement.

You asked:

1. Who manages the food and catering procurement for your government department? Please provide their name, email address, phone number and job title. (We will not disclose their name and contact details to third parties)
2. Which food and catering contracts does your government department manage? (For example, a catering contract for an office canteen or canteens; or contracts for various foodstuffs for a canteen)
3. Do your invitations for tender include any sustainability criteria? How much weight is this given? How is compliance monitored?
4. For each contract, please provide details of :
 - a) Length of the contract (in years)
 - b) When it is due for renewal (date)
 - c) An indication of the scale of the contract (e.g. how many meals a week)
 - d) When the specifications for the invitation for tenders will next be reviewed
 - e) How the tender will be advertised – e.g. on a particular website
 - f) Are there any opportunities for collaborative procurement?

Please note that your request has been dealt with under the Freedom of Information Act 2000. Under 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 might apply).

I am pleased to provide you with the information you have requested. I hope you will find it useful.

1. Who manages the food procurement for your government department? Please provide their name, email address, phone number and job title. (We will not disclose their name and contact details to third parties)

The procurement of a catering provider is managed by Noel Miller, Procurement Manager, noel.miller@culture.gsi.gov.uk, 020 7211 2088.

2. Which food and catering contracts does your department manage? (For example, a catering contract for an office canteen or canteens; or contracts for various foodstuffs for a canteen).

The DCMS manages only one contract, which is the provision of a staff restaurant and hospitality.

3. Do your invitations for tender include any sustainability criteria? How much weight is this given? How is compliance monitored?

We are currently asking for expressions of interest for the provision of this service. As such, we have not yet reached the stage of issuing invitations to tender. However, any invitation will contain sustainability criteria and will have an associated weighting attached. In addition, the procurement is being carried out within the framework of the Public Sector Procurement Food Initiative (PFSI) as laid out by DEFRA. In terms of compliance the department is planning to make this particular contract part of its Environmental Management System (ISO14001) where it will be subject to both internal and external audit.

5. For each contract, please provide details of:

- a) **Length of the contract (in years)** *The current contract is for 5 years*
- b) **When it is due for renewal (date)** *September 2009*
- c) **An indication of the scale of the contract (e.g. how many meals a week)** *130*
- d) **When the specifications for the invitation for tenders will next be reviewed.** *The specification is currently being reviewed as part of the re-tender process.*
- e) **How the tender will be advertised – e.g. on a particular website.** *The requirement has already been advertised and appears on Supply2.gov.UK website and the DCMS website.*
- f) **Are there any opportunities for collaborative procurement?** *Opportunities for collaborative procurement were explored whilst performing the initial scoping for the new service provision. In this instance, we believe that the scope was limited for such collaboration, due to the uncertainty of the provision required.*

If you are dissatisfied with any aspect of our response to your request for information and/or wish to appeal against information being withheld from you, please send full details within two calendar months of the date of this letter to:

FOI Central Team,
Public Engagement and Recognition Unit,
Department for Culture, Media and Sport,
2-4 Cockspur Street, London,
SW1Y 5DH

You have the right to ask for the Information Commissioner (ICO) to investigate any aspect of your complaint. Please note that the ICO is likely to expect internal complaints procedures to have been exhausted before beginning his investigation.

Please do not hesitate to contact me if I can be of further assistance.

Regards,

Fol Central Team
Public Engagement and Recognition Unit