

05/08/2015

**BY EMAIL**

Tel: 028 9536 3863  
Email: FOI.BSO@hscni.net

Our Ref: FOI 425

Dear

Your request for information was received on July 19<sup>th</sup> 2015 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested with regards to the BSO contract for Vehicle Fleet Management.

Please see below your specific queries and the relevant responses.

**1. Contract Type**

This contract is for Vehicle Fleet Management.

**2. Who is the supplier of this contract?**

The supplier for this contract is B- Fast Parcels.

**3. A small description of the contract.**

This contract is for Fleet Maintenance, which requires that the Contractor ensures all vehicles are maintained in line with manufacturer warranty guidelines and provides preventative maintenance, carry out minor repairs and an external/internal cleaning service.

**4. The expiry date of each individual contract.**

The expiry date for this contract is September 30th September 2016 with provision for a 12 month extension.

**5. The contract review date.**

The contract is reviewed on a monthly basis.



**6. Can you please send me contact details of the individual within the organisation responsible for this contract?**

Procurement - Florence McAllister [Florence.mcallister@hscni.net](mailto:Florence.mcallister@hscni.net)

Logistics – Eddie McSorley [eddie.mcsorley@hscni.net](mailto:eddie.mcsorley@hscni.net)

Both of these contacts are available on 028 90667799.

**7. If the contract above was awarded within the last six months could you please provide me with the suppliers that were shortlisted?**

I can confirm that this contract was awarded 2013.

**8. I understand that the FOI Act is for recorded information but if you could be so help please include notes into what the organisation tends to do for future procurements. Extending contract, going to tender etc.**

Consideration will be given to extending the contract if not extended then re-tender

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter.

In the event that you require a review to be undertaken, you can do so by writing to

Administrative Services Manager,  
2 Franklin Street,  
Belfast,  
BT2 8DQ

If, following an internal review, carried out by an independent decision making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

**Website:** [www.ico.org.uk](http://www.ico.org.uk)

**Phone:** 0303 123 1113

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Post:** Information Commissioner's Office, 3rd Floor, 14 Cromac Place, Belfast, BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

**David Bingham**  
Chief Executive