

# WILTSHIRE POLICE



XXXXXXX  
By email

**Force Disclosure Unit  
Police Headquarters**  
London Road  
DEVIZES  
Wiltshire  
SN10 2DN

**Date** 3<sup>rd</sup> May 2024

**Our Ref** FOI 2024-429

Dear XXXXX,

I write in connection with your request for information dated 18<sup>th</sup> April 2024, concerning office supplies & associated products contracts.

I am required by the Freedom of Information Act 2000 to handle all requests in a manner that is blind as to the identity and motives of the requestor. Any information released as a response to a request is regarded as being published and therefore in the public domain without caveat.

Following receipt of your request, research was conducted by our Finance department at Wiltshire Police and South West Police Procurement Service.

Your request for information has now been considered and I am able to respond as follows.

**You wrote and our response:**

Spend on Office supplies and associated products for the below financial years.

|                                  |                                                         |
|----------------------------------|---------------------------------------------------------|
| 1st April 2022 – 31st March 2023 | <b>£64,532.70 (Stationery &amp; Office Consumables)</b> |
| 1st April 2023 – 31st March 2024 | <b>£92,161.60 (Stationery &amp; Office Consumables)</b> |

Start date & duration of Contract?

**Start Date: 6th of August 2021**

**Duration of Contract: 2 Years with option to extend an additional 2 Years (2 x 12 months).**

Is there an extension clause in the contract and, if so, the duration of the extension?

**As above.**

Has a decision been made yet on whether the contract is to be either extended or renewed?

**A decision has not yet been made whether the contract is to be extended.**

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Who is the senior officer (outside of procurement) responsible for the contract?

**There is no senior officer – outside of procurement – in particular responsible for the contract. The contract was awarded through a CCS framework.**

Name of Incumbent Supplier?

**ACS Business Supplies Ltd**

How long have you traded with them?

**2 years and 6 months.**

If you publish your register of contracts and purchasing, can you please provide a website link.

[Contracts and tenders \(wiltshire-pcc.gov.uk\)](http://wiltshire-pcc.gov.uk)

**Please note: Blue Light In-Tend, formerly Blue Light Procurement Database (BLPD), may also be of assistance - [Sell2 \(in-tend.co.uk\)](http://in-tend.co.uk).**

In addition, can you confirm if you have a contract in place for Tail End Spend.

**We can confirm that there is no contract in place for Tail End Spend.**

I am satisfied that all the relevant information has been passed to me and been considered in the light of your request within the time constraints applicable under the legislation.

Wiltshire Police would like to thank you for the interest that you have shown in the Force.

Yours sincerely,

**Force Disclosure Decision Maker**

Wiltshire Police offers a re-examination of your case under its review procedure.



### **Force Disclosure Unit**

Wiltshire Police HQ, London Road, Devizes, Wiltshire SN10 2DN



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## Freedom of Information Request Appeals Procedure

### 1. Who Can Ask for a Review

Any person who has requested information from Wiltshire Police, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

### 2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing to the:

Force Disclosure Unit  
Wiltshire Police Headquarters,  
London Road, Devizes,  
Wiltshire,  
SN10 2DN

Email at [disclosure@wiltshire.police.uk](mailto:disclosure@wiltshire.police.uk).

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Force Disclosure Unit within 20 working days of the Force's response to the original Fol request.

### 3. Review Procedure

Receipt of a request for review will be acknowledged in writing to include confirmation of the reasons for the review. The review will be conducted by another Decision Maker, who is independent from the original Decision Maker. The Force Disclosure Unit will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to 40 working days.

The Independent Decision Maker will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, taking into account the matters raised by the complaint.

### 4. Conclusion of the Appeal

On completion of the review the Independent Decision Maker will reply to the complainant with the result of the review. If the complainant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following details:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 01625 545 700  
Fax: 01625 524 510  
Email: [mail@ico.gsi.gov.uk](mailto:mail@ico.gsi.gov.uk)

**Please note that the ICO's offices will be closed for the foreseeable future and are therefore unable to receive correspondence via post.**

**If you should wish to contact them, please visit <https://ico.org.uk/global/contact-us/>**

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