

**Our Ref:** RFI 5858

10 October 2013

## **REQUEST FOR INFORMATION: FLEET MANAGEMENT CONTRACT INFORMATION**

Thank you for your request for information about core Defra's fleet management and in particular details about our vehicle, leasing and maintenance contracts, which we received on Thursday 19 September 2013. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Taking each question in turn:

### **1. Contract Type: Maintenance, Leased, or Hire**

A. Core Defra does not have a fleet contract for fleet lease or maintenance. However, we do use a contract for hire cars under a call off from Government Procurement Service (GPS) Framework RM 807.

### **2. Who is the supplier of this contract ? If there is more than one supplier please can you split all the information out below including annual spend, contract description and contract dates.**

A. The hire car supplier to core Defra is Enterprise Rent A Car UK Ltd. The contract began in April 2011 and is for a period of two years with the option to extend for a further two years. This option was recently exercised and is now due to end on 31<sup>st</sup> March 2015. The call off from this particular contract is used by other parts of the Defra Network, namely Animal Health and Veterinary Laboratories Agency (AHVLA) and the Marine Management Organisation (MMO), for which in 2012/13 there was a combined spend of £262,494.75, exclusive of VAT.

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

A. The supplier is contracted for the provision of hire cars via a web-based portal and associated services such as insurance.

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

A. See answer to Question 2.

**5. The contract review date ?**

A. The contract will be reviewed in late 2014.

**6. Can you please send me the contact details of the individual within the organization responsible for this contract ? Can you please send me the two contacts, one from the fleet management (or equivalent) and the other procurement or purchasing preferably the category manager ?**

A. The responsibility for future procurement activity in this area will be deferred to the Environment Agency. The contacts are Mark Ford Powell ([Mark.Ford-Powell@environment-agency.gov.uk](mailto:Mark.Ford-Powell@environment-agency.gov.uk)) and Kath Lund ([Kath.Lund@environment-agency.gov.uk](mailto:Kath.Lund@environment-agency.gov.uk))

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

A. Not applicable.

**8. I understand the FOI Act is for recorded information but if you could be so helpful please include notes into what the organization intends to do for future procurements ? Extending contracts, going to tender etc**

A. All future fleet requirements for Core Defra will be managed via the Environment Agency.

I attach an annex giving contact details should you be unhappy with the service that you have received.

If you have any queries about this letter, please contact me.

Yours sincerely

Simon Hewitt  
**Direct Line** 0207 238 1548

## **Annex A** **Complaints**

If you are unhappy with the service you have received in relation to your request you may make a complaint or appeal against our decision within 40 working days of the date of this letter. Please write to David Waller, Head of Public Request fro Information Advice Service Team at Area G07, Nobel House, 17 Smith Square London, SW1P 3JR, (email: [requestforinformation@defra.gsi.gov.uk](mailto:requestforinformation@defra.gsi.gov.uk)) and he will arrange for an internal review of your case. Details of Defra's complaints procedure are on our [website](#).

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. Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted Defra's own complaints procedure. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF