



**Ministry  
of Defence Police**

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[REDACTED]  
By email - [REDACTED]

Our Ref: eCase: FOI 2016/12138 RFI: 347/16  
Date: 4 January 2017

Dear [REDACTED]

**FREEDOM OF INFORMATION ACT 2000: MINISTRY OF DEFENCE POLICE: PROCUREMENT PRACTICES**

We refer to your email dated 9 December 2016 which was acknowledged on the 9 December 2016.

We are treating your email as a request for information in accordance with the Freedom of Information Act 2000 (FOIA 2000).

In your email of the 9 December 2016 you requested the following information:

**“Procurement team size and training**

- **Please state the total number of your procurement team in your department.**
- **Of members of the procurement team, please state the number that have a CIPS or other professional procurement qualification.**
- **Of this number, how many are currently undergoing procurement training?**
- **What training is available to your procurement staff? Tick all that apply;**

<b>Training type</b>	<b>Response (please tick)</b>	<b>Additional comments</b>
<b>In-house training</b>		
<b>E-Learning</b>		
<b>External training provider</b>		
<b>Formal Body (CIPS)</b>		

- **Are purchase orders required for each transaction across your organisation?**
- **What is the percentage of staff within your organisation that have access to an eProcurement system?**
  - **Please name the provider of your e-procurement system.**

- Does your organisation feel there are any limitations to the current system?

Limitations of system	Satisfied	Un-satisfied	Additional comments
User friendliness			
User guides effectiveness			
Terminology easy to understand?			
Efficiency			
Multiple-quotes available?			
Traceability of transactions			
Supplier validation			
Implementation			
Cost			
Prevention of maverick spend			
Obtaining value per transaction			

A search for information has now been completed and I can confirm that some information in scope of your request is held.

**Please state the total number of your procurement team in your department.**

There are a total of 9 posts within Ministry of Defence Police (MDP) which are classed as being in a procurement team function.

**Of members of the procurement team, please state the number that have a CIPS or other professional procurement qualification.**

None of the procurement team are currently qualified to the level of CIPS or other professional procurement qualification. However, they do have procurement training, and the team have access to professionally qualified commercial staff within the MOD.

**Of this number, how many are currently undergoing procurement training?**

All staff who require access to order and purchase items are currently undergoing in house training to use the new on line procurement system.

**What training is available to your procurement staff? Tick all that apply;**

Training type	Response (please tick)	Additional comments
In-house training	√	
E-Learning	√	
External training provider		
Formal Body (CIPS)		

**Are purchase orders required for each transaction across your organisation?**

Yes. MDP require purchase orders for every transaction.

**What is the percentage of staff within your organisation that have access to an eProcurement system?**

Approximately 4% of staff within the MDP have access to an eProcurement system

**Please name the provider of your e-procurement system.**

The procurement system is provided by Defence Business Services ( an internal MOD department).

**Does your organisation feel there are any limitations to the current system?**

The new eProcurement system only went live on 5th December 2016, so it is difficult to gauge limitations.

If you are not satisfied with this response or wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied then you may apply for an independent internal review by contacting the Information Rights Compliance team, 2<sup>nd</sup> Floor, MOD Main Building, Whitehall, London SW1A 2HB (email [CIO-FOI-IR@mod.uk](mailto:CIO-FOI-IR@mod.uk)).

Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end. If you remain dissatisfied following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. Please note that the Information Commissioner will not investigate the case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website (<http://www.ico.org.uk>).

Yours sincerely

**MDP Sec Data Protection and Freedom of Information Office**