



Our Reference:

BY EMAIL ONLY

13 October 2015

Dear

**Request for Information**

Thank you for your email dated 29 September 2015 requesting information on the Homes and Communities Agency's (HCA) IT software contracts. For ease of reference your request is below:

**The information I require is in relation the organisation's software contract specifically for:**

- **Enterprise Content Management-** covers the provision of Enterprise Content Management (ECM) software and associated services including Document and Records Management (EDRM) solutions e.g. document scanning, image processing, web content and workflow management and systematic control e.g. document life cycle solutions.
- **Asset Management Software-** is a business practice that involves managing and optimizing the purchase, deployment, maintenance, utilization, and disposal of software applications within an organization.
- **Data Management and Reporting Systems (DMRS) Software -** covers the provision of Data Management and Reporting Systems (DMRS) software and associated services for the purposes of business intelligence, data and performance management including data warehouse provision, data manipulation, quality and integration tools, data analytics and big data solutions.
- **Mobile Application Solutions-** covers the provision of Mobile Application Solutions for the purposes of delivering mobile application requirements for a variety of mobile devices, platforms and interfaces.

**The organisation may have several contracts relating to the contract above but can you please provide me with the primary/secondary contracts. Please concentrate on contracts over £1,000.**

**Can you please provide me with the following contract information for each of the contract category specified above:**

1. **Contract Category:** Please see select from the categories provided; Enterprise Content Management; Asset Management; Data Management and Reporting Systems; Mobile Application Solutions.
2. **Existing Supplier Name** for each contract
3. **Software Brand:** Can you please provide me with the actual name of the software. Please do not provide me with the supplier name again please provide me with the actual software name.
4. **Contract Description:** Please do not just state two to three words can you please provide me detail information about this contract and please state if upgrade, maintenance and support is included. Please also include the modules included within the contract.
5. **Number of Users/Licenses:** What is the total number of user/licenses for this contract?
6. **Annual Average Spend** for each contract
7. **Contract Duration:** What is the duration of the contract please include any available extensions within the contract.
8. **Contract Start Date:** What is the start date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
9. **Contract Expiry:** What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
10. **Contract Review Date:** What is the review date of this contract? Please include month and year of the contract. If this cannot be provide please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY
11. **Contact Details:** I require the full contact details of the person within the organisation responsible for this particular software contract.
12. **Notes:** Please provide me with any further information with regards to this contract this could include any contract extension available as well as information on renewals or plans for future tenders.

We have now had an opportunity to investigate your request and are writing to communicate our response. Attached to this letter is a spreadsheet which details the HCA's response to the above questions. This information is provided to you in full, without redactions.

If you have any questions regarding this response or any further queries you can contact us at the following addresses and quote your unique reference number found at the top of this letter:

**Email:** [mail@homesandcommunities.co.uk](mailto:mail@homesandcommunities.co.uk)

**Mail:** Information Access Officer

Homes and Communities Agency

Fry Building

2 Marsham Street

London

SW1P 4DF

If you are unhappy with the way Homes and Communities Agency has handled your request you may ask for an internal review. You should contact

Head of Legal Services  
Homes and Communities Agency  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

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. The Information Commissioner can be contacted at

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

Yours sincerely

Naomi McMaster  
Information Access Officer  
Homes and Communities Agency