

[Redacted]



Our ref: 2016/12128

Your ref:

Date: 5 January 2017

Dear [Redacted]

Thank you for your email of 8 December 2016 requesting the following information:

*“Aim:*

- *Find out the percentage of maverick spend within an organisation*
- *Find out how this is being prevented*

*Procurement team size and training.”*

We are treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the Ministry of Defence, and I can confirm that all the information in scope of your request is held.

For ease of reference, our responses are provided against each of your questions in turn, below:

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

There are currently 111 staff in the Dstl Commercial and Intellectual Property Function.

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

Dstl currently has 57 permanent staff with varying levels of CIPS qualification.

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

There are currently 28 staff working towards the next level or starting their CIPS qualifications.

- **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. All procurements require a purchase order with a few legitimate exceptions including but not limited to requirements purchased using the Government electronic Purchasing Card (ePC).

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

There is not a statutory or universally agreed definition of e-procurement or an e-procurement system. By most common definitions, Dstl does not have an e-procurement system. Dstl uses Enterprise Resource Planning (ERP) business process management software called Integrated Corporate Application System (iCAS) to support Finance, Procurement, HR, Project Management and Reporting. Dstl has introduced the Science Warehouse Electronic procurement portal for the procurement of common goods and services in a range of categories that is accessed via iCAS. The Public Contracts Regulations 2015 introduced the mandatory use of electronic communication and procurement tools to streamline aspects of the procurement process. The deadline for implementation of this is 2018 and Dstl is planning to ensure compliance with the Regulations.

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

Not Applicable. However, please note that the iCAS system referred to immediately above is an Oracle system.

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

. Not Applicable.

Limitations of system	Satisfied	Un-satisfied	Additional comments
User friendliness			There are no limitations to the current system
User guides effectiveness			There are no limitations to the current system
Terminology easy to understand?			There are no limitations to the current system
Efficiency			There are no limitations to the current system
Multiple-quotes available?			There are no limitations to the current system
Traceability of transactions			There are no limitations to the current system
Supplier validation			There are no limitations to the current system
Implementation			There are no limitations to the current system
Cost			There are no limitations to the current system
Prevention of maverick spend			There are no limitations to the current system
Obtaining value per transaction			There are no limitations to the current system

If you are not satisfied with this response or you wish to complain about any aspect of the handling of your request, then you should contact us in the first instance at the address above. 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, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail [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 normally investigate your 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, <https://ico.org.uk>.

Yours sincerely,

Dstl Secretariat