August 2015

**FREEDOM OF INFORMATION REQUEST**

*“I require the organisation to provide me with the following contract information relating to the following corporate software/applications:*

*1. Enterprise Resource Planning Software Solutions (ERP)*

*2. Customer Relationship Management (CRM) Solutions*

*3. Human Resources (HR) and Payroll Software Solutions*

*4. Finance Software Solutions*

*Along with the actual contract information for the above can you also provide me with the maintenance and support contract associated with each of the categories above if it not already within the existing contract.*

*For each of the categories above can you please provide me with the relevant contract information listed below:*

*1. Software Category: ERP, CRM, HR, Payroll, Finance*

*2. Software Supplier: Can you please provide me with the*

*software provider 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 Spend: What is the 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.*

*If the organisation have an outsourced provider that looks after all software can you please request this information from your provider?*

*If any of the information is not available please can you provide me with the notes on the reasons why?*

*If possible can you please input the information on the spreadsheet provided. If you have not received the attached within this email can you please just send me the information in any format?”*

The AGO does not hold this information because it does not have an Enterprise Resource Planning Software Solutions (ERP), Customer Relationship Management (CRM) Solutions, Human Resources (HR) and Payroll Software Solutions or a Finance Software Solutions. The AGO's HR and finance function is provided by the Government Legal Department under a shared services agreement.

**Freedom of Information Officer**

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