

11 November 2015
Reference: F0002522

Dear XXXX

I am writing in respect of your recent request of 23 October 2015, for the release of information held by the Civil Aviation Authority (CAA).

In your request you have asked for information relating to the CAA's mobile phone contracts. Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are able to provide the information below.

1. *Network Provider(s) – Please provide me with the network provider name*

Vodafone and O2

2. *Annual Average Spend-Can you please provide me with the average annual spend over the 3 years. If this is a new contract can you please provide the estimated annual spend.*

Vodafone circa £30k / year
O2 £1,000 / year

3. *Number of Users- Number of connections for each network provider*

Vodafone – 737 connections.
O2 – 4 connections

4. *Duration of the contract- please state if the contract also include contract extensions for each provider.*

2 years for both Vodafone and O2.

5. *Contract Start Date- please can you provide me with the start date of the signed agreement. Please do not provide me with the framework contract date i require the contract dates of the signed agreement.*

1st April 2013 for Vodafone, on rolling contract.
1st November 2011 for O2.

6. *Contract Expiry Date- please can you provide me with the expiry date of the signed agreement. Please do not provide me with the framework contract date i require the contract dates of the signed agreement. If the contract is rolling please state.*

Contract being renewed under CCS (Crown Commercial Services) Public Sector Network (PSN) framework for 28 month period (rolling contract). O2 on rolling 24 month contract.

7. *Contract Review Date- Please can you provide me with a date on when the organisation plans to review this contract.*

Vodafone – February 2017
O2 – June 2017.

8. *The person within the organisation responsible for this particular contract. Can you send me the full contact details Contact Name, Job Title, Contact Number and direct email address for each network provider? If full contact details cannot be provided please send me the actual job title.*

Kerry Simmons – Head of Procurement 01293 573244 e: procurement@caa.co.uk.

If the supply of mobile phones is provided by an external organisation please state the name of the organisation, the number of users (Connections of your organisation only) and the name of the network provider.

Not applicable

Please can you provide me with the latest information- If the organisation's is currently out to tender please can you also state the approx. date of award along with the information above.

Not applicable

Also if contract in the response has expired / rolling please can you provide me with further information if available of the organisation's plans going forward with regards to mobiles and the current status?

See above.

If this contract was awarded within the past three months can you please provide me with a shortlist of suppliers that bid on the contract?

Not applicable

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

Caroline Chalk
Head of External Information Services
Civil Aviation Authority
Aviation House
Gatwick Airport South
Gatwick
RH6 0YR

caroline.chalk@caa.co.uk

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set in the attachment.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

www.ico.gov.uk/complaints.aspx

If you wish to request further information from the CAA, please use the form on the CAA website at <http://www.caa.co.uk/application.aspx?catid=286&pagetype=65&appid=24>.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Stephen', written over a light grey rectangular background.

Rihanne Stephen
Information Rights Officer

CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.