

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: REV-17-0361 - Procurement Process
Date: 21 April 2017 09:02:41

Dear [REDACTED],

Thank you for your request for review of 13 April 2017 on the basis that you had yet to receive a response. Please accept our sincerest apologies that Aberdeen City Council (ACC) failed to respond to your information request of 1 March 2016, made under the Freedom of Information (Scotland) Act 2002 (FOISA).

In accordance with Section 21(4)(c) of FOISA, please find below the response to your information request, which comprises the Review Outcome:

My understanding is that councils need to get three quotes before they can buy anything at all.

However I also understand that there is a way for officers or senior management to not do that in special occasions or where the spend is above a certain cost.

I believe this was done with the City of Culture bid back in 2013. The bid team contacted out the copywriting and design out to an external PR/copywriting agency.

Are you able to tell me what this process is?

At the time of the City of Culture the process per the Financial Regulations / Procurement standing orders was where the contract value exceeded £60k an exemption report would be submitted to the appropriate committee. For a contract value below £60k a Purchasing Quotation Exemption form would be completed. The Head of Service was required to authorise the exemption request.

The same process remains, however the value is £50k for goods and services and £250k for works. (Amended per the Scottish Government Procurement Regulations 2014).

Can you also tell me what other spend Aberdeen City Council has undertaken using this process over the last ten years?

This information is not held. We do not retain on file a summary of exemptions.

We are unable to provide you with information on **other spend Aberdeen City Council has undertaken using this process over the last ten years** as it is not held by ACC. In order to comply with its obligations under the terms of Section 17 of the FOISA, ACC must issue an official notice in relation to any requests for information not held by it. We therefore attach an Information Not Held notice.

We hope this helps with your request.

Yours sincerely,

Grant Webster

On behalf of Review Panel Clerk

FURTHER INFORMATION

If you are not satisfied with the outcome of your request for an internal review, you can apply directly to the Office of the Scottish Information Commissioner (OSIC) for a decision. Generally, OSIC cannot make a decision unless you have been through the ACC's review procedure. To make an application to OSIC, please write or email OSIC at:

The Office of the Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
www.itspublicknowledge.info

An application to OSIC must be made in writing within six months of receipt of ACC's Review Decision Notice. When applying to OSIC for a decision you should give your name and address for correspondence. Please note that OSIC will not be able to investigate if you have not used your real name to make your information request. You must also specify:

- which request for information your requirement for review relates to
- the reason that you asked ACC to carry out a review of your request
- the reason why you are not satisfied with ACC's review outcome decision

The Commissioner will contact ACC and invite its comments on your application. Thereafter (if no settlement has meantime been reached), the Commissioner must reach a decision within 4 months of receiving your application, or within such other period as is reasonable. You will receive written notice of the outcome of the Commissioner's decision.

Should you wish to appeal against the Scottish Information Commissioner's decision, there is an appeal to the Court of Session on a point of law only. Any such appeal must be made within 42 days after the date of the decision has been issued.

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*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.
Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

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