



DATE:

25 May 2017

FOI REQUEST NO:

14_1718

FOI REQUEST

I would like to request information under the Freedom of Information Act.

Could you please send me contract information relating to Banking Services, Audit Services and Card Processing Services. If you do not understand what each of these mean please see below:

- Banking Services-** contract information relating to the organisation banking services.
 - Audit Services (Financial)** – contract relating to internal and external audit services.
 - Accountancy** – Contracts relating to TAX advisory services.
 - Card Processing Services** This is a contract the organisation may have that relates to the use debit/credit cards used by staff to make payments to suppliers. This also includes procurement cards.
 - Merchant services** This is a contract where by people make payments to the organisation via a machine or terminal. This also includes machines that have chip and pin and contact less
1. **Contract Category:** Please see select from the categories provided; Banking Services; Financial Audit Services; Card Processing Services
 2. **Existing Supplier** Name for each contract
 3. **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.
 4. **Annual Average Spend** for each contract

5. **Contract Duration:** What is the duration of the contract please include any available extensions within the contract.
6. **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.
7. **Contract Expiry:** What is the expiry date of this contract? Please include month and year of the contract. DD-MM-YY or MM-YY.
8. **Contract Review Date:** What is the review date of this contract? Please include month and year of the contract. If this cannot be provided, please provide me estimates of when the contract is likely to be reviewed. DD-MM-YY or MM-YY
9. **Contact Details:** I require the full contact details of the person within the organisation responsible for this particular contract.
10. **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.

Can you please input the information within the spread sheet attached?

Please see the attached spreadsheet as requested

With regard to your request for direct contact details, SWFRS operates a single point of contact policy. All callers are requested to contact the Service via HQ Reception on 01443 232000. The call will be directed to the most appropriate department/individual to deal with your call.

This is the same for email correspondence. Please direct all emails enquiries to swfs@southwales-fire.gov.uk so that your request can be directed as appropriate.

This policy is in operation to ensure that calls/emails are dealt with more efficiently – as structures/posts can change, this prevents emails being sent to individuals whose role may have changed. It also prevents individuals from receiving unwarranted calls/correspondence.