

6th December 2023

BY EMAIL

Our Ref: FOI 2087

Dear 

Your request for information was received on 30th November 2023 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested in relation to the declaration of BSO contracts to TED Europa.

Please find this information below.

- a. Could you please identify the position held by the person responsible for reporting/uploading a BSO contract to TED Europa.**
- b. Please identify all departments involved in the reporting and uploading of BSO contracts to TED Europa.**
- c. Could you please confirm that the person reporting the contract would need a valid approved contract document or valid approved STA/DAC document.**
- d. Could you please confirm if BSO contracts were uploaded individually as or within blocks of contracts.**
- e. Please identify the documents required by TED Europa and the documents required by the European Union for reporting/uploading of a BSO contract or STA/DAC.**



f. Could you please provide the relevant policy and a document outlining the proper procedure and steps needed for reporting a BSO contract to the European Union.

I should advise you that Tenders and Contracts ceased to be published on TED (Tenders Electronic Daily) Europa by the United Kingdom on 1 January 2021.

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter, as the BSO, along with all other public authorities are not obliged to accept internal review requests after this period has lapsed.

In the event that you require a review to be undertaken, you can do so by writing to

Information Governance Manager,
2 Franklin Street,
Belfast,
BT2 8DQ

If, following an internal review, carried out by an independent decision-making panel, you remain dissatisfied in any way with the handling of the request, you may make a complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

You can contact Information Commissioner at:

Website: www.ico.org.uk
Phone: 0303 123 1113
Email: casework@ico.org.uk
Post: Information Commissioner's Office
3rd Floor, 14 Cromac Place
Belfast
BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However, the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,



for Karen Bailey
Chief Executive

8th February 2024

BY EMAIL

Our Ref: FOI 2087

Dear 

Your request for information was received on 7th December 2023 and was dealt with under the terms of the Freedom of Information Act 2000. Please be advised that the Business Services Organisation (BSO) has now completed its search for the information you requested in relation to TED Europa.

Firstly, please accept my sincere apologies for the delay in providing you with this response.

Please find the response as follows:

a) Could you please identify the position held by the person responsible for reporting/uploading a BSO contract to TED Europa.

This action can be carried out by BSO Procurement and Logistics Service (BSO PaLS) officers from Contracts Officer to Head of Procurement, any, for ICT procurement only, by the Procurement and Contracts Manager in BSO's Information Technology Services Department (BSO ITS).

b) Please identify all departments involved in the reporting and uploading of BSO contracts to TED Europa.

- BSO PaLS
- BSO ITS

c) Could you please confirm that the person reporting the contract would need a valid approved contract document or valid approved STA/DAC document.

Approval is required. The means of approval will vary, dependent on the pre-award process.



d) Could you please confirm if BSO contracts were uploaded individually as or within blocks of contracts

For BSO PaLS, Contract Award Notices are published for relevant awards. Some tenders may contain one or more lots or awards may be made to one or more economic operators within a tender. In these circumstances a number of awards to individual economic operators will appear within a single Contract Award Notice. Where there is one lot with a single award or a DAC individual Contract Award Notices are required.

For BSO ITS, contracts were uploaded individually.

e) Please identify the documents required by TED Europa and the documents required by the European Union for reporting/uploading of a BSO contract or STA/DAC.

These are accessible at:

<https://simap.ted.europa.eu/standard-forms-for-public-procurement>

BSO upload a DAC form using the HSC standard form and process.

f) Could you please provide the relevant policy and a document outlining the proper procedure and steps needed for reporting a BSO contract to the European Union.

This policy is accessible at:

<https://www.gov.uk/guidance/public-sector-procurement-policy>

The eTenders NI portal underwent upgrade in 2020. Attached are both sets of procedures and steps needed for reporting a BSO contract to the European Union by BSO PaLS

- Appendix 1 Pre upgrade version
- Appendix 2 Post upgrade version
- Appendix 3 Guidance Notes

I hope that the information provided assists you. If you are dissatisfied in any way with the handling of your request, you have the right to request a review. You should do this as soon as possible or in any case within two months of the date of issue of this letter, as the BSO, along with all other public authorities are not obliged to accept internal review requests after this period has lapsed.

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complaint under Section 50 of the Freedom of Information Act, to the Information Commissioner's Office and ask that they investigate whether the BSO has complied with the terms of the Freedom of Information Act.

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BT7 2JB

In most circumstances the Information Commissioner will not investigate a complaint unless an internal review procedure has been carried out. However, the Commissioner has the option to investigate the matter at his discretion.

Yours Sincerely,

A handwritten signature in cursive script that reads "Karen Bailey".

Karen Bailey
Chief Executive