

GREATER LONDON AUTHORITY

By email

Our Ref: **MGLA041016-8073**

1 November 2016

Dear

Thank you for your request for information which the GLA received on 4 October. Your request has been dealt with under the Freedom of Information Act 2000.

Our response to your request is as follows:

Q1. Have you purchased any IT / ICT technical training courses or any other training Since April 2016 from;

***QA training or QA limited (or any related businesses)
Rath House
55-65 Uxbridge Road
Slough
SL1 5SG***

Or any other of QA's offices?

- Yes

Q2. If so, please state what specific training services have been purchased and the exact monetary amount spent and what dates were these purchases made since April 2016?

- Please see attached spreadsheet for payments made to QA from 1 April 2016 to 5 October 2016

Q3. Who are the decision makers or buyers (provide name, job title, email address and direct phone number) who have purchased this IT/ICT technical training course or any other training Since April 2016?

- The GLA's learning and organisational development team within the Human Resources and Organisational Development unit oversees the purchasing of training and advises managers on meeting the learning needs of their staff. Decisions to purchase training are made on an ongoing basis. Individuals submit requests for learning and development

through the performance review process twice a year in May-June and Nov- Dec. These learning needs are then collated by teams into a unit development plan in Feb-March against which decisions are made to allocate budget for training. Decisions to purchase training are made on an ongoing basis and are approved by budget holders, these decisions are based on demand and training needs identified by individuals, teams and the organisation as a whole. All The ongoing supply of training is covered by existing contracts, usually held by TFL, for use by the GLA group

Q4. How much money has been spent with QA limited, QA training, QA Group, QA apprenticeships (or associated/related businesses) since April 2016 by entity?

- Please see attached spreadsheet

Q5. Have you purchased any pre-paid training credits before the financial year is coming to an end and then used the training courses in a next financial year?

- No

Q6. Please provide exact details of all the courses or training purchased under the pre-paid credits?

- Not applicable, as per Q5.

Q7. What specific procurement processes were followed to award QA the training contracts?

- A competitive tendering exercise was undertaken. QA Limited was the only supplier shortlisted at the Pre- Qualification Questionnaire stage.

Q8. Provide copies of all the contracts awarded to QA in the last 3 years?

- Please see attached.

Q9. Which other training providers were short listed before these individual contracts were awarded? List by contract.

- Please see response to Q7.

Q10. What is the current process for procuring training services?

- See attached extract from GLA's contract and funding code

Q11. What is the complaints procedure for raising breaches in procurement processes? Example: creating one dominate supplier, awarding contracts without a fairness and transparency and not seeking to obtain best value for money.

- There is a GLA Complaints procedure for formal complaints - <https://www.london.gov.uk/about-us/contacting-city-hall-and-mayor> - or you can use the Mystery Shopper scheme, further details are available at <https://www.gov.uk/government/publications/mystery-shopper-scope-and-remit>. For

Official Journal of the European Union (OJEU) procurements details on how to complain are provided within the issued documentation.

Q12. What training is yet to be purchased up to 1st April 2017?

- As stated in Q3, decisions to purchase training are made on an on-going basis, however, at present there are no firm commitments to purchase training from QA Limited in the coming months.

Q13 Please give specific details of courses, locations number and number of delegates who require to attend the training courses until 1st of April 2017?

- Please see response to Q12.

If you have any further questions relating to this matter, please contact me, quoting the reference at the top of this letter.

Yours sincerely

Frances G Nguene
Chief Accountant

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>