



Further to your information request FOI/EIR 25/26-209, please find your question and our response below.

Request:

Under the Freedom of Information Act 2000, the Chartered Institute of Architectural Technologists (CIAT) requests the following information regarding the procurement of architectural design services by East Cambridgeshire District Council.

1. Procurement policies

Please provide copies of any standard policies, procedures, or internal guidance documents which govern the selection or appointment of external suppliers of architectural design services.

2a. Procurement templates or exemplars

Please provide copies of any template or exemplar documents used by your organisation in the preparation or conduct of procurement exercises for architectural design services. This may include, but is not limited to:

- Pre-qualification questionnaires
- Tender notices and associated tender documents
- Professional competency frameworks
- Conditions of participation
- Tender scoring or evaluation criteria

2b. Recent procurement documentation

If your organisation does not use standard templates or exemplar documents as described above, please provide copies of any equivalent specific documents used in your most recent completed procurement exercise for architectural design services. Any commercially sensitive supplier information may be redacted.

3. Procurement evaluations and reviews

Please provide copies of any documents relating to recent evaluations, reviews, or revisions of your organisation's procurement processes specifically related to architectural design services. Please consider as recent any evaluations which took place following the passage of the Procurement Act 2023, or any evaluations which were informed by the progress of that Act, even where they were undertaken prior its passage into law.

4. Appointments in the Last Five Years

Please provide a list of all companies or individuals appointed by your organisation to deliver architectural design services within the last five years.

Response:

1. Information Not Held

2a. Information Not Held

2b. Information Not Held

3. Information Not Held

4.

Benchmark Architects and MAC Construction - To develop the RIBA Stage 2 Concept Design and detailed cost plan for the Crematorium Project (£12,925)

Benchmark Architects and MAC Construction - Agreement to review and revise Build Costs for Mepal Crematorium (£2,950)

Please note that both of the above appointments were direct awards, but the costs were benchmarked against the LGIS Construction Framework and were confirmed as value for money.

The Council considers that the requested information falls within the Environmental Information Regulations ("EIR"), which relate to information on activities affecting or likely to affect the elements and factors of the environment.

In respect of those requests that were answered in full or partially and the total refused please take this as notice under FOIA, that we:

a) Consider the information as exempt from disclosure under the Act;

b) Claim exempt under sections of the Act:

Section 12(4)(a) – Information Not Held

c) State why the exemption applies:

Regulation 12 (4) a public authority may refuse to disclose information to the extent that (a) it does not hold that information when an applicant's request is received.

This concludes your request FOI/EIR 25/26-209.

If information has been refused, please treat this as a Refusal Notice for the purposes of the Act.

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request in the first instance you may approach foi@eastcambs.gov.uk and request a review. A request for review must be made in no more than 40 working days from the date of this email.

Should you remain dissatisfied with the outcome you have a right under s50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow SK9 5AF.