

Response to Request for Information

Reference FOI 021673
Date 12 February 2016

Procurement and Tendering Process

Request:

- 1) What is the procedure for external suppliers to who want to provide services to the council?
We have 2 tendering portals –
over 50k www.wolverhampton.tenders.com
under 50k wolverhampton.marketdojo.com/users/home
Suppliers are directed to register at these portals as and when they make contact with the Procurement Dept. We also advertise our opportunities on:
Twitter @Buywolves
Find-It in Wolverhampton
Contracts Finder (if over 25k) and OJEU (if over £164k)
Low value spend 0-£10k is single quote which are requested by each department who want the goods/service.
- 2A) Does the council have a contract set up with a genealogy firm or a company which traces the next of kin?
[No we do not have a contract for this service.](#)
- 2B) Please include details of the contract mentioned in Q2A.
[N/A](#)
- 3) What website does the council post contracts to tender?
[See answer 1](#)
- 4) Does the council have a procurement or tendering process in place? If yes, please provide information on how suppliers can do business with the council.
[See answer 1.](#)
- 5) Does the council use an e-procurement system/website? If yes, please provide name and details.
[See answer 1.](#)
- 6) If the council does not use an e-procurement system, how does the council decide on what suppliers to use?
[N/A.](#)
- 7) How often and on what occasion does the council need to trace the next of kin or locate family members?

The Council need to trace next of kin or locate family members when a person dies in Wolverhampton and there are no known family members. Since April 2015 this has happened on 7 occasions.

- 8A) Which department is responsible for tracing the next of kin or locating family members of a deceased individual?
[Property & Funerals Team within the Safeguarding & Quality Service](#)
- 8B) Please provide name of department, name of staff members involved, telephone details and email.
- 9) What is the name of the staff member and departments who decide when to place a contract to tender?
[Any WCC dept or budget manager/head of service could speak to Procurement regarding the start of a tender process.](#)
- 10) What type of contracts do the following departments have out to tender at the moment:
- Environmental Health. [None](#)
 - Cemeteries/Bereavement. [None](#)
 - Court of Protection. [None](#)
 - Adult Safeguarding. [None](#)
 - Client Affairs. [None](#)
- 11) Currently does the council have a contract to tender, where you require services to trace the next of kin or locate family members?
[See answer 2.](#)
- 12) Currently does the council have a contract to tender, where you require services of a genealogy firm? Please provide details of where this contract is listed and how to apply as a supplier.
[See answer 2.](#)
- 13) How many public health funerals have taken place within the past year? (From January 2015)
- 14) Of these public health funerals that have occurred, please provide:
- a) Name of deceased
 - b) Date of birth and date of death
 - c) Last known residential address
 - d) Have the next of kin/family members been traced?
 - e) What date have the details been referred to the QLTR, Bona Vacantia, Treasury Solicitor, Government Legal Department, NUHU, Duchy or Farrer & Co?
[We can confirm that the department holds information that you have asked for in relation to the above. However, the information is exempt under section 21 of the FOI Act because it is reasonably accessible to you, and I am pleased to inform you that you can access it on our website via the following link and search response under:
FOI 0815160](#)

[NOT PROTECTIVELY MARKED]

FOI 0915129

FOI 121579

<http://www.wolverhampton.gov.uk/article/6094/Search-the-disclosure-log>

Section 21(1) of the Freedom of Information Act exempts disclosure of information that is reasonably accessible by other means, and the terms of the exemption mean that we do not have to consider whether or not it would be in the public interest for you to have the information.

You can find out more about Section 21 by reading the extract from the Act, available at: <http://www.legislation.gov.uk/ukpga/2000/36/section/21>