

14 March 2024

Dear

ATISN 20221 – Tender process for Business Wales Accelerated Growth Programme Services

Information requested

Thank you for your request for information which I received on 15 February 2024. You asked for:

All documentation and information held by your client in respect of both tender exercises (C079/2021/2022 and C077/2023/2024), in accordance with the requirements of the Public Contract Regulations 2015, concerning our client and Newable, including (without limitation):

1. the tenders submitted by our client and Newable;
2. the marking of those tenders by your client;
3. internal communications concerning the tenders submitted by our client and Newable; and
4. external communications between your client and Newable.

Our response

From my preliminary assessment of the 4 requests made by you above, I estimate it will cost more than the appropriate limit set out in the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 to answer your request. The appropriate limit specified for central government is £600. This represents the estimated cost of it taking over 24 hours of time to determine whether we hold the information and to thereafter locate, retrieve and extract it.

Your request, in part 3, asks us for all internal communications concerning the tenders submitted by your client and Newable. All internal communications is a broad term and captures, for instance, administrative information such as diary markers for meetings, matters of process and other such information. Such communications are not limited to information in the case files, but also captures emails and other recorded information. In many cases this information is interspersed with other information. For instance, a meeting on one matter may include communications on another matter.

I asked officials to scope the task of searching through email records to establish how many such items of correspondence are captured. This included items sent as well as received. As part of the scoping exercise, six officials counted in excess of 2000 emails that would need to be considered.

We accept that many of these emails will not, in fact, relate to this matter, but it is impossible to say whether they relate to the matter or not without reading the emails. This is a manual process. The nature of the work is such that we cannot simplify this with keyword searching.

Allowing three minutes per item as a suitable average time to locate and read each item of correspondence and to extract the information where captured, I estimate that this task would take us in excess of 100 hours to collate and extract the information you have requested. It is therefore withheld.

Should you wish to send a reformulated request that identifies the information you wish us to provide, this will be treated as a new request.

You may also wish to see our practical guide on requesting information. This can be found here:

[Requesting information from Welsh Government](#)

Next steps

If you are dissatisfied with the Welsh Government's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Government's Freedom of Information Officer at:

Information Rights Unit,
Welsh Government,
Cathays Park,
Cardiff,
CF10 3NQ

or Email: Freedom.ofinformation@gov.wales

Please remember to quote the ATISN reference number above.

You also have the right to complain to the Information Commissioner. The Information Commissioner can be contacted at:

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

However, please note that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.

Yours sincerely