

Ref: FOI / 6312

21<sup>st</sup> April 2026

## **Freedom of Information Act 2000 Request - Procurement or Tender Process for Language Services**

I refer to your FOI request and respond as follows:

- 1. When the organisation last ran a procurement or tender process for language services, including (but not limited to) translation, interpretation, or transcription services.**

January 2026.

- 2. The evaluation weighting used in that tender, specifically the percentage weighting allocated to quality and the percentage weighting allocated to price (e.g., 70% quality / 30% price).**

Translation, interpretation and transcription services are sought from suppliers on our select list/restricted list. Our route to market is via public advertisement inviting suppliers to apply for inclusion on the select list. Once the select list has been established all suppliers are invited to supply a quotation and the best quote is selected in terms of value for money.

- 3. The quality and price scores awarded to each bidder in that tender, including:**

- The name of each bidder (unless withheld under Section 43 or other relevant exemption).**
- The quality score for each bidder.**
- The price score for each bidder.**

### **Derry**

C/o Council Offices  
98 Strand Road  
Derry  
BT48 7NN

### **Strabane**

C/o Council Offices  
47 Derry Road  
Strabane  
BT82 8DY

+44 (0) 2871 253 253  
info@derrystrabane.com  
[www.derrystrabane.com](http://www.derrystrabane.com)

 Derry City & Strabane District Council  
 @dcsdcouncil

- **The total score for each bidder (if available).**

Please see response to Question 2 above. We do not seek bids under a competitive tender process but use a select/restricted list to invite suppliers to submit quotations.

If you are dissatisfied with our response, you have rights of review and appeal; these rights consist of two review processes.

Firstly, our internal review procedure is available by contacting:

John Kelpie  
Chief Executive  
Derry City and Strabane District Council  
98 Strand Road  
Derry BT48 7NN  
Tel: 028 71253253 or email: [john.kelpie@derrystrabane.com](mailto:john.kelpie@derrystrabane.com)

Secondly, you can appeal directly by contacting the Information Commissioner at:

Information Commissioner  
Wycliffe House  
Water Lane  
Wilmslow  
CHESHIRE SK9 5AF  
Tel: 0303 123 1113 (local rate) or email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

I would however advise that the Information Commissioner has indicated that a review will not be undertaken unless the Council has first had an opportunity to reconsider its decision.

Yours sincerely

**Ellen Cavanagh**  
**Lead Democratic Services and Improvement Officer**

