

Date: Monday, 17 June 2019
Our Ref: MB/KF FIRM 3869

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Re: Freedom of Information Request FIRM 3869

We are writing in response to your request submitted under the Freedom of Information Act, received in this office on 3rd June 2019.

Your request was received as follows: -

I want to submit a request for some information from the organisation, in relation to their contract's register.

The contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings: - [Please see attached spreadsheet](#)

1. Contract Reference
2. Contract Title
3. Procurement Category
4. Supplier Name
5. Spend (Total or Annual)
6. Contract Duration
7. Contract Extensions
8. Contract Starting Date
9. Expiration Date
10. Contract Description [Please provide me with as much detail as possible.]
11. Contact Owner (Full contact details if possible.)
12. CPV codes/ProClass
13. Contract Reference

1. For those organisation planning to make an exemption, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend. – [Please see attached spreadsheet](#).

2. If the organisation has a CRM or Contract system or a similar system there should be a facility to download and extract contract data. – [Please see attached spreadsheet](#).

3. You may forward me a Weblink to a portal to download the contract register, please make sure all of the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all of their contracts. – [Please see attached spreadsheet](#).

Please do not think that this is the only information I require if you could provide me with more information that would be great.

Contract Data/API Contact Details

14. Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title. – [Please see attached spreadsheet](#).

(Meaning of API "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")

See our response above in [blue](#).



Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances, to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to the Freedom of Information Office at the address above.

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Mr Mike Burns, Executive Lead for Freedom of Information

