

Freedom of Information Request

Ref: 21-157

23 March 2021

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

- We can confirm that we do hold the information you are requesting

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

The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:

1. **Contract Reference -Unique reference number associated with the contract.**
2. **Contract Title**
3. **Procurement Category –Please state the category name of the contract, I wish to know the category the contract is under.**
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**

IMPORTANT

1. **For those organisations planning to make an exemption around spend, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.**
2. **If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.**

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 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

13. 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.

(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.")

Please provide me with the contract's register file in an excel format.

University Hospitals Bristol and Weston NHS Foundation Trust has a procurement and tendering process in place which governs the procurement of services and is managed via the Bristol and Weston Purchasing Consortium. For further information on the services they provide, please visit the BWPC website <https://www.nbt.nhs.uk/bristol-weston-nhs-purchasing-consortium/contact-bwpc>

University Hospitals Bristol and Weston NHS Foundation Trust ensure that competitive tenders are invited for the supply of goods, materials and manufactured articles and for the rendering of services including all forms of management consultancy services and for the design, construction and maintenance of building and engineering works.

For information on contracts that have or are currently being tendered, and for all current opportunities, please visit our e-tendering portal CTM <https://uk.eu-supply.com/login.asp?B=UK>

it is free to suppliers and once registered you will be able to respond for requests for quotations and tenders.

For further information or for details of our spend over £25,000, please visit our 'about us' pages of our Trust website <https://www.uhbw.nhs.uk/p/about-us/what-we-spend-and-how-we-spend-it>.

If, after this you have further questions please resubmit a detailed Freedom of Information request and we will where allowable, obtain the information for you.

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, 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:

Director of Corporate Governance
University Hospitals Bristol and Weston NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

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

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

Freedom of Information Team
University Hospitals Bristol and Weston NHS Foundation Trust