

**Freedom of Information Request**

**Ref: 24-879**

29 November 2024

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

1. Contract Register Request:

**I am seeking the full and entirety of the organisation's contract register or database.**

**The register should include the following columns/headings or something similar:**

- **Contract Title:** The title of the contract, e.g., "IT Services Contract".
- **Supplier Name:** The name of the organisation providing the goods or services.
- **Estimated Spend (Total or Annual):** [Radio Button] Whether the estimated spend is for the entire contract period or annually.
- **Contract Duration:** The initial term of the contract in months.
- **Total Contract Period:** The total duration of the contract, including any potential extensions.
- **Contract Extensions:** The number of months for any potential extensions.
- **Contract Start Date:** The date the contract officially begins.
- **Contract Expiry Date:** The date the initial contract period ends.
- **Contract Review Date:** The date on which the contract should be reviewed for renewal or extension.
- **Contract Description:** A detailed description of the contract, this could include the purpose, scope, and key terms and conditions.
- **Contact Owner:** The name, job title, main contact number, and email address of the individual responsible for the contract.
- **Contract Notes:** Any additional relevant information, such as specific terms and conditions, risk assessments, or performance metrics.
- **Department:** The department within your organisation that the contract is associated with.
- **Contract Award Date:** The date the contract was awarded.
- **Participating Organisations:** Other organisations involved in the procurement process.

- **Procurement Category:** The category of the procurement, e.g., IT, Facilities, or Professional Services. [I will send you a list of categories]
- **Framework Reference:** The reference number of procurement framework.
- **Central Purchasing Body:** The organisation responsible for the overall procurement.
- **Tender Reference:** The reference number of the tender notice.
- **CPV Codes/Pro-Class/eClass:** Standard classification codes used to categorise public procurement. [Radio Button] On select they should be able to select the classes. If any of the headings within your contract register has not been provided, please state this within your response.

Please provide the contract's register file in Excel format.

## **2. Procurement Strategy Document Request:**

- Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2024-2025?
- If the Procurement Strategy is a strategic direction (2022-2025) instead of an annual plan, please provide an update document for 2023-2024. If an update cannot be provided, please provide information on when an update is planned to be published. We require the full document. If any parts of this document have been removed, please state this within your response.

## **3. Contact Details Request:**

- Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, Email Address].
- Provide contact details of the person responsible for the actual contract's register, including [Name, Job Title, Telephone, Email Address].

## **IMPORTANT:**

1. If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.
2. If providing a weblink to a portal, ensure that all contracts are included, as some organisations may only upload a small portion of their contracts.
3. For organisations planning to make an exemption around spend, clarify that the spend information requested is an overall figure, and a complete breakdown is not required.

Please provide the contract's register file in Excel format.

The Procurement team within the Trust is in a Transformation phase that includes the rationalisation of its legacy systems and the introduction of a new Procurement system. This has meant, as an organisation, we're currently experiencing an extended period of disruption to available data, interim processes that collate data including our Contract Registry and development of Strategies. Furthermore, the Transformation includes a restructure that will introduce roles that will be responsible for the collation/management of this information requested. In the future we anticipate being able to service this Freedom of Information request with centralised data being captured but currently this request sits outside of our resource capacity and would exceed the time available to obtain.

Please note, the Trust does not hold the data in a format that would enable us to fully respond to your request to the level of detail required and a manual trawl for this information would significantly exceed the 18 hours limit set down by the FOI as the reasonable limit. Section 12 of the FOIA provides that we are not obliged to spend in excess of 18 hours in any sixty-day period locating, retrieving and identifying information in order to deal with a request for information and therefore we are withholding this information at this time.

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:

Data Protection Officer  
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**