



Ref: FOIA Reference 2023/24-401

Date: 13th October 2023

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 21st September 2023 requesting information under the Freedom of Information Act (2000) regarding Contract Register

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHNM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 I would like 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, Annual or contract value)**
- 6. Contract's Duration**
- 7. Contract's Extensions**
- 8. Contract's Start Date**
- 9. Contract's Expiry Date**
- 10. Contract Description [Please provide me with as much detail as possible.]**
- 11. Contact Owner (Person that manages the contract register)**
- 12. Contact details of section 151 officer**
- 13. CPV codes/Pro-Class**

Procurement Strategy Plan

Please attach the procurement strategy plan along with the contract register.

A1 Please refer to the spread sheet provided

Re strategy plan - this is not something we record as such, and a strategy is determined individually as the contract approaches expiry, and with discussion with the stakeholders.

Q2 Contract Data/API Contact Details

1. 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.")

IMPORTANT

- 1. If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.**
- 2. You may forward me a Weblink to a portal to download the contract register, please make sure all the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all their contracts.**
- 3. 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.**

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

A2 Please refer to the spread sheet

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records