

16 December 2024

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Our Ref: FOI/05435

Thank you for your request concerning our contract register and procurement.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

I am writing to submit a Freedom of Information request for information related to the organisation's contracts register, procurement strategy document, and contact details. Please find the detailed requests below:

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.

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.

Please refer to our previous responses to you regarding the Trusts Contract register¹. ([FOI 4788](#))

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.**

The Trust are awaiting the National Procurement Act 2023 - which has been delayed until 24th February 2025 (with its emphasis on Local Procurement, Zero impact & Modern Slavery) before finalising & publishing a Procurement strategy which prioritises these national concerns.

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].**

In an effort to ensure that the Trust does not receive unsolicited communications resulting in direct marketing purposes and/or any potential malicious malware, the Trust does not routinely publish the names or contact details of staff other than those publicly available through our Trust [website](#) as exercised in individuals GDPR rights.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Deborah Anthony

¹ Section 21 – Information is available through other means.

Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please click [here](#).