

Freedom of Information Request

Reference Number: [EPUT.FOI.24.3842](#)

Date Received: 20/11/2024

Information Requested:

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".

[Please see attached](#)

- **Supplier Name:** The name of the organisation providing the goods or services.

[Please see attached](#)

- **Estimated Spend (Total or Annual):** **[Radio Button]** Whether the estimated spend is for the entire contract period or annually.

[Please see attached](#)

- **Contract Duration:** The initial term of the contract in months.

[Please see attached](#)

- **Total Contract Period:** The total duration of the contract, including any potential extensions.

[Please see attached](#)

- **Contract Extensions:** The number of months for any potential extensions.

[Please see attached](#)

- **Contract Start Date:** The date the contract officially begins.

[Please see attached](#)

- **Contract Expiry Date:** The date the initial contract period ends.

[Please see attached](#)

- **Contract Review Date:** The date on which the contract should be reviewed for renewal or extension.

[Please see attached](#)

•**Contract Description:** A detailed description of the contract, this could include the purpose, scope, and key terms and conditions.

[Please see attached](#)

•**Contact Owner:** The name, job title, main contact number, and email address of the individual responsible for the contract.

[Exempt under section 40](#)

•**Contract Notes:** Any additional relevant information, such as specific terms and conditions, risk assessments, or performance metrics.

[Please see attached](#)

•**Department:** The department within your organisation that the contract is associated with.

[Please see attached](#)

•**Contract Award Date:** The date the contract was awarded.

[Please see attached](#)

•**Participating Organisations:** Other organisations involved in the procurement process.

[Please see attached](#)

•**Procurement Category:** The category of the procurement, e.g., IT, Facilities, or Professional Services. [I will send you a list of categories]

[Please see attached](#)

•**Framework Reference:** The reference number of procurement framework.

[Please see attached](#)

•**Central Purchasing Body:** The organisation responsible for the overall procurement.

[Please see attached](#)

•**Tender Reference:** The reference number of the tender notice.

[Please see attached](#)

•**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.

[Please see attached](#)

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.

We do not have a separate Procurement Strategy. Procurement is covered with the Trust's Commercial Strategy which can be viewed on the trust website - <https://eput.nhs.uk/media/2g4fa13i/commercial-strategy-2023-2026.pdf>

3. Contact Details Request:

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

Exempt under section 40

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

Exempt under section 40

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.

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT's Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>

