



**GIG**  
CYMRU  
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WALES

Iechyd Cyhoeddus  
Cymru  
Public Health  
Wales

## Freedom of Information request to Public Health Wales

**FOI Reference:**

**FOI 225**

**Date request received**

**06/06/2019**

**Date information is due to be sent**

**01/07/2019**

### Information requested:

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

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

1. Contract Reference
2. Contract Title
3. Procurement Category
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
13. Contract Reference

### **IMPORTANT**

1. For those organisation planning to make an exemption, 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**

14. 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.")*

### **Information provided for the answer:**

Thank you for your email received 6 June 2019. You can find the details of the contracts that we hold on our contracts register in the Exel Spreadsheet also attached to the response email.

To assist with each column:

1. Contract Reference – Column A
2. Contract Title – Column B
3. Procurement Category – Column E
4. Supplier Name – Column F
5. Spend (Total or Annual) – Column J
6. Contract Duration – Column G - H
7. Contract Extensions – Column K
8. Contract Starting Date – Column G
9. Expiration Date – Column H
10. Contract Description [Please provide me with as much detail as possible.] - Column c. This is not a mandatory field so there may be some information missing.
11. Contact Owner (Full contact details if possible.)
12. CPV codes/ProClass – We use eClass codes – Column U
13. Contract Reference – Column A.
14. Contact details – Columns O – Q.

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of the decision, you should write to the Corporate Complaints Manager, Public Health Wales NHS Trust, 3, Number 2, Capital Quarter, Tyndall Street, Cardiff, CF10 4BZ.

If you are not content with the outcome of your complaint or review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the Trust. The Information Commissioner can be contacted at:

Information Commissioner for Wales

2nd Floor  
Churchill House  
Churchill Way  
Cardiff  
CF10 2HH

Telephone: 029 2067 8400

Email: [wales@ico.org.uk](mailto:wales@ico.org.uk)