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18<sup>th</sup> July 2022

Email:

Tel: 0300 123 0999  
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Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 220521.

You requested the following information, please also see our response below:

**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. CPV codes/Pro-Class**

**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.**

Please see the attached spreadsheet.

Please note that we can only provide the information we hold on the contracts register, we are not obligated under FOI to create contracts register based on the information requested.

We don't have a web portal link to our register.

The FOI does not give a date range so we have provided the most current.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

[FOI@secamb.nhs.uk](mailto:FOI@secamb.nhs.uk)

Yours sincerely

**Freedom of Information Coordinator  
South East Coast Ambulance Service NHS Foundation Trust**