

Date:

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI 240636.

You requested the following information, please also see our response below and the attached Contract Register:

Dear FOI Officer,

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:

1. Contract Register Request:

See attached contract register which covers the details where it doesn't, please see individual responses below.

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 Reference -Unique reference number associated with the contract.**
- **Contract Title**
- **Procurement Category –**
- **Supplier Name**
- **Spend (Total, Annual or contract value)**

individual values are confidential, overall contract values total £662,003,021.78

- **Contract Duration**
 - **Contract Extensions**
 - **Contract Start Date**
 - **Contract Expiry Date**
 - **Contract Description [Please provide me with as much detail as possible.]**
 - **Contact Owner (Person that manages the contract register)**
 - **Contact details of section 151 officer**
- SECamb doesn't operate under local government legislation and s151. However, the nearest equivalent role would be the Chief Finance Officer

- **CPV codes/Pro-Class**

these are not shown on the contract register and too onerous to go through each one; they can be found on contract notices if required.

- **How many contracts are currently held on the contract register**

246

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:

SECAMB doesn't have a ratified Procurement Strategy as yet; this is being developed and we expect it to be published on our website by mid-August 2024.

- **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.**

3. Contact Details Request:

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

<https://commercialsolutions.bravosolution.co.uk>

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

Procurement Manager Procurement@secamb.nhs.uk
financeteam@secamb.nhs.uk

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.**

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

Yours sincerely

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