



**The Clatterbridge
Cancer Centre**
NHS Foundation Trust

Clatterbridge Road
Bebington
Wirral
CH63 4JY

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Date: 28 June 2019

Re: Freedom of Information Request
Ref: 145- 2019

Thank you for your email dated 3rd June 2019 requesting information in relation to the Trusts contracts register.

The information that you require is as follows:

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 or Contract 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.")

Following a scoping exercise, it has become evident that in order to meet the full requirements of this request, there would be a significant impact on both time and workload within the Trust. As all of the information requested is not currently held centrally, collating this information would require a member of staff to request and manually review a large number of individual contracts, and extract the requested information. It is estimated that this would be in excess of 18 hours.

Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed

the 'appropriate limit', which for local authorities is £450, or 18 hours (at £25 per hour). This represents the estimated cost of one person spending 2.5 working days locating the documents that contain the information and extracting the relevant information containing it. This would take considerable time and cost which we estimate will exceed the "appropriate limit".

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:

