

2 August 2024

Contract Register

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:

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)**
- **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**
- **CPV codes/Pro-Class**
- **How many contracts are currently held on the contract register**

**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.**

Contract information in Belfast Trust is not currently readily available in the manner you have requested.

All of the information requested is not held centrally by the Trust and a substantial manual exercise would be required. We estimate that compliance with this request for information would exceed the appropriate costs limit. Under Section 12 of the Freedom of Information 2000, the limit has been specified as £450 and represents the estimated cost of one or more persons spending 18 hours in determining whether we hold the information, locating, retrieving and extracting this information.

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The following information has been provided.

Contracting for Belfast Trust can originate from a number of sources:

- **The Procurement and Logistics Service**

Attached Report Title: BHSCCT – Contract Participant – BSO PaLS – July 2024

The Procurement and Logistics Service (PaLS) within the Business Services Organisation provides the procurement service and advice for Trusts. The majority of PaLS contracts will be over the EU threshold, and PaLS have published public notices on OJEU or FTS. These notices include participating Contracting Authorities, awarded values and description of goods/services and are published publicly. PaLS have provided a listing of all such live contracts against which Belfast Trust is listed as a participant, the contract values noted refers to the value for all participating bodies and is not specific to Belfast Trust. This report does not include the supplier name however please note that BSO PaLS publish all contracts awarded on a monthly basis at [Contracts Awarded - Business Services Organisation \(BSO\) Website \(hscni.net\)](https://www.hscni.net/contracts-awarded-business-services-organisation)

- **National Frameworks**

Where contract value is noted as “–“ PaLS have advised that these are National Frameworks, where the overall contract would be significant and have no correlation to the anticipated spend by Belfast Trust or that of Health and Social Care NI as a whole.

- **Direct Award Contracts (DAC)**

Attached Report Title: Live Direct Award Contracts July 2024

Belfast Trust may be required to directly award a contract to a supplier. This could occur where a procurement exercise has been run and it was not possible to appoint but the product is still required or when there is no market for supply. Examples could include the maintenance of a piece of equipment where servicing is only possible by the provider, and may have been a purchase term, or where an emergency demand arises and there is insufficient time to test the market. These direct awards are considered compliant as PaLS will have reviewed the circumstances and accepted the need for the direct award. Belfast Trust has shared the current live Direct Award Contract Register.

2. Procurement Strategy Document Request:

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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.**

Attached Report Title: BHSCCT Procurement Strategy 2021_2024

Belfast Trust Procurement Strategy Document has been provided. This document is currently under review, it is anticipated that an updated version will be available in autumn 2024.

3. Contact Details Request:

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

Gillian Acheson Senior Manager Data Protection
02895 046955
Gillian.acheson@belfasttrust.hcni.net

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

Leona McCullough
Senior Manager, Planning and Contracts (contracts for provision of health and social care services only)
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