

Ref. No:	1826
Date:	12/06/25
Subject:	Contract Register, Procurement Strategy, and Contact Details

REQUEST

1. Contract Register

Please provide a **complete and current extract** of your organisation's **contract register** or equivalent database. We are not asking you to compile new information or manually populate missing fields – we simply request the register in its **existing form**, preferably in **Excel or CSV format**.

Where available, we are particularly interested in the following fields (though this is not a strict requirement):

- Contract Title
- Supplier Name
- Estimated Spend (Total or Annual)
- Contract Duration and Total Period (including extensions)
- Contract Start and Expiry Dates
- Review Date
- Contract Description
- Contract Owner (Name, Job Title, Contact Details if available)
- Contract Notes
- Managing Department
- Award Date
- Participating Organisations
- Procurement Category
- Framework or Tender References

- Central Purchasing Body
- Classification Codes (CPV, Pro-Class, etc.)

Please don't spend time populating these fields if they aren't readily available – we welcome receiving the raw register as it exists in your system.

2. Total Number of Active Contracts

Please confirm the total number of contracts currently listed as active.

3. Procurement Strategy (2025/2026)

Please provide your organisation's Procurement Strategy for 2025/2026.

- If this is part of a multi-year strategy (e.g., 2024–2028), please provide the most recent version covering 2025/2026 or indicate when this will be available.
- If any parts are redacted, please identify the redacted sections and the reason.

4. Contact Information

If possible, please provide the name, job title, phone number, and email address for the following roles:

- Responsible officer for API access or data sharing (if applicable)
- Individual managing the contract register
- Finance Director
- Head/Director of Procurement or Purchasing
- Head/Director of ICT
- Head of Estates and Facilities
- Relevant Committee Member, Councillor, or Board Member for Procurement/Finance

If direct contact details are restricted due to GDPR, please indicate the best department or method of contact.

5. Additional Notes

- If your contract register is available via an online portal, please ensure all records are accessible (as some portals may only show summary data).

- If your organisation uses a contract management system or CRM, please confirm whether it allows for data exports.
- If you intend to withhold spend figures, please note that we are requesting an **overall total or indicative spend** only – not a line-by-line financial breakdown.

Format and Delivery

We would appreciate receiving the information in electronic format, ideally as Excel or CSV, within the statutory FOI response period.

Thank you for your time and assistance. Please don't hesitate to contact me if any clarification is needed.

RESPONSE

1. The information requested is made available by other means, therefore section 21 of the Freedom of Information Act applies.

The Trust has published its list of active contracts (as at March 2025) on its website [Mersey and West Lancashire Teaching Hospitals NHS Trust STHK | Our Services](#)

Please note, the contracts register is being expanded and continually changes. As such, publication on our website will be repeated regularly. Therefore, if information is not presently on there, it may be available on the next publication. Therefore, section 22 of the Freedom of Information Act applies as information is scheduled for future publication, on a regular basis.

2. The extract referred to in response to question 1 contains active contracts only.

Please see attached

- 3.
- 4.

- Responsible officer for API access or data sharing (if applicable)

Not applicable

- Individual managing the contract register

Contact via the Procurement Department. Details are available here:

[Mersey and West Lancashire Teaching Hospitals NHS Trust STHK | Our Services](#)

- Finance Director

Details of the Trust Board can be found here [Mersey and West Lancashire Teaching Hospitals NHS Trust - MWL NHS | Meet the Board](#)

Details for contacting the Trust can be found here:

[Mersey and West Lancashire Teaching Hospitals NHS Trust - MWL NHS | Contact Us](#)

- Head/Director of Procurement or Purchasing

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