

REQUEST	14124 - CONTRACT REGISTER	RESPONSE
<p>I would like to submit a request for some information from the organisation, in relation to their contract's register.</p>		
<p>The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:</p> <ol style="list-style-type: none"> 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 <p><u>Contract Data/API Contact Details</u></p> <ol style="list-style-type: none"> 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. 	<p>Please refer to the Council's contracts register below.</p> <p>https://www.wigan.gov.uk/Docs/PDF/Business/Council-Procurement/Contracts-register.xlsx</p> <p>Liam Reynolds Strategic Contracts and Procurement Manager Liam.reynolds@wigan.gov.uk 01942 828057</p>	
<p><i>(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.")</i></p>		
<p><u>IMPORTANT</u></p> <ol style="list-style-type: none"> 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. <p>Please provide me with the contract's register file in an excel format.</p>		

Remember that:

- Disclosure of the information should be the default
- A requester does not have to justify why they are asking for the information; on the contrary, we must justify refusing or withholding information
- All requests for information should be treated equally i.e. applicant and motive blind
- You should consider any information you release under the Freedom of Information Act 2000/Environmental Information Regulations 2004 as if it were being released to the world at large
- Environmental information is any information on:
 - the state of the elements of the environment and the interaction among these elements;
 - factors affecting or likely to affect those elements;
 - measures or activities affecting or likely to affect those factors or elements, or designed to protect those elements;
 - reports on the implementation of environmental legislation;
 - cost–benefit and other economic analyses and assumptions used within the framework of those measures and activities; and
 - the state of human health and safety, conditions of human life, cultural sites and built structures in as much as they are or may be affected by those elements

Please contact FOI Request (foirequest@wigan.gov.uk) if you need advice on exemptions or other aspects of the Act/Regulations.