

Reference: IR826

Date issued: 09 June 2022

Contracts Register

I am writing in response to your request for information dated 10 May 2022 in which you requested information regarding our Contracts Register.

For ease of reference, I have reproduced your question below in bold and set out our corresponding response.

The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:

- 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**

Contract Data/API Contact Details

- 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.**

(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.")

IMPORTANT

- 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.**

Please provide me with the contract's register file in an excel format.

We hold some information matching the description of the information requested above and a spreadsheet is attached which incorporates the information held. Please note that we do not record a CPV code.

All contracts are managed by our Business Services Department at Audit Wales, 24 Cathedral Road, Cardiff, CF11 9LJ, Business.Services@audit.wales, 02920 320500.

If you have any queries, or questions about my handling of your request, please do not hesitate to contact me.

Yours sincerely,
Information Officer

Facilities - Maintenance	Security services at Cathedral Road	C01415	Securitas Security Services (MS) Ltd	01/04/2021	31/03/2023	-1	2 years	n/a	n/a	3	31/12/2022	90	20,000	40,000	
Facilities - Maintenance	Keyholding, patrol and response	C01547	G4S Secure Solutions UK Ltd	25/06/2021	24/06/2022	-1		See notes		3	24/03/2022	90	500	500	
Facilities - Maintenance	Annual maintenance of Fire	C02070	Securitas Security Services UK Ltd	01/04/2021	31/03/2023	-1	2 years	n/a	n/a	3	31/12/2022	90	Inc in row 84	Inc in row 84	
Facilities - Maintenance	Intruder Alarm - Annual monitoring	C01679	Snowdonia Fire Protection Ltd	01/08/2021	31/07/2023	1	2 year			3	01/05/2023	38	90	1,800	3,600