



Medicines & Healthcare products
Regulatory Agency

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E14 4PU
United Kingdom
[gov.uk/mhra](https://www.gov.uk/mhra)

[REDACTED]

19 February 2024

FOI 24/071

Dear [REDACTED]

Thank you for your Freedom of Information request, dated 22 January 2024.

Your request

“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*



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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.

2. Procurement Strategy Document Request:

- *Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2023-2024?*
- *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.*

3. Contact Details Request:

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

IMPORTANT:

- 1. If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.*
- 2. If providing a weblink to a portal, ensure that all contracts are included, as some organisations may only upload a small portion of their contracts.*
- 3. For organisations planning to make an exemption around spend, clarify that the spend information requested is an overall figure, and a complete breakdown is not required."*

I can confirm that the MHRA holds information relevant to your request. However, we have also determined that the information is exempt under Section 12(1) of the Freedom of Information Act.

Section 12(1) of the Act allows public authorities to refuse requests where the cost of dealing with them would exceed the appropriate limit, which for central government is set at £600. This represents the estimated cost of one person spending 24



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working hours in determining whether the department holds the information, locating, retrieving and extracting the information.

Your request asks for a wide range of contract information. We can explain that we utilise two systems for this information; however, certain of the types of information which you have asked for will also be held by the relevant contract managers in multiple locations across the MHRA. In order to comply with your request, we would need to:

- Manually extract and reformat existing information from our e-sourcing and finance systems to meet your requirements.
- For the information which cannot be extracted from existing e-sourcing and finance systems, and which will be held in other locations, additional staff would then have to manually locate, extract and then validate the information.

As the MHRA holds information for over 300 contracts at this time, we estimate that retrieval and extraction of all relevant information to meet your request would exceed the 24-hour appropriate limit in section 12(1) of the FOIA.

Advice and Assistance

We can provide advice and assistance to help you submit a narrowed request for information which could be retrieved within the appropriate limit. We advise that you narrow your request by, for example, focusing on higher level information that is more readily available for all contracts and will not require manual retrieval and reformatting from our e-sourcing and financial systems (e.g. contract descriptions, Contract owners and CPV codes).

We also recommend reviewing contract information that is already in the public domain by virtue of it being published on Contracts Finder:

<https://www.contractsfinder.service.gov.uk/Search>

If you have a query about the information provided, please reply to this email

If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date you receive this response and addressed to: info@mhra.gov.uk

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

If you were to remain dissatisfied with the outcome of the internal review, you would have the right to apply directly to the Information Commissioner for a decision. Please bear in mind that the Information Commissioner will not normally review our handling of your request unless you have first contacted us to conduct an internal review. The Information Commissioner can be contacted at:



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Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Yours sincerely,

MHRA Customer Service team