

**Reference Number:** FOI/2019/271  
**From:** Commercial  
**Date:** 08 July 2019  
**Subject:** Procurement

Q1 What procurement system do you use? And is this also where you publish tenders?

A1 Proactis; and yes Proactis is where tenders are published

Q2 Do you publish tenders anywhere else, if so where?  
a) For example, your website, Contracts Finder etc

A2 Trust website and Contracts Finder

Q3 How much do you pay per annum for your procurement software?

A3 £5,000

Q4 What are the contract start and end dates with the provider and when will the next tender become available?

A4 1st September 2018 to 31st August 2022. Next available in April 2022

Q5 How long have you used this software for in total?

A5 6 months

Q6 What are the purchasing rules of your organisation?  
a) For example - £0-£10,000 (3 quotes), £10,000+ public notification etc.

A6 £10,00 to £49,999 (3 quotes)  
£50,000 to OJEU Threshold (Tender)  
In excess of OJEU threshold (OJEU Tender)