

Freedom of Information Act 2000 disclosure log entry

Reference

22-23145

Date sent

06/09/22

Subject

Post Room Volumes Handled and Activities

Details of enquiry

Outbound Mail

1. Does the Trust currently print patient appointment letters and correspondence in house or is this outsourced to a supplier?
2. What volume of pages are printed by the trust each year (an average for a rolling 12 month period is fine)?
3. If the outbound mail/printing service is outsourced, who is the current contract with?
4. If outsourced, when is the current contract due for renewal?
5. What is your annual spend for patient appointment letters and correspondence?
6. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
7. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

Inbound Mail

8. Does the Trust have a centralised mailroom for all incoming post/mail?
9. If so, is this managed by Trust employees?
10. If not, who manages the incoming post/mail on behalf of the Trust and what is the annual cost of the contract?
11. What are the daily/weekly/monthly/annual volumes of incoming mail managed/received by the Trust?
12. When is the contract up for renewal?
13. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
14. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.

Response sent

Outbound Mail

1. Does the Trust currently print patient appointment letters and correspondence in house or is this outsourced to a supplier?
Printed in-house
2. What volume of pages are printed by the trust each year (an average for a rolling 12 month period is fine)?
40,000
3. If the outbound mail/printing service is outsourced, who is the current contract with?
Not applicable – not outsourced
4. If outsourced, when is the current contract due for renewal?

Not applicable – not outsourced.

5. What is your annual spend for patient appointment letters and correspondence?
Total Postage costs circa £27k, and letter production is not a dedicated team task, it is part of staff's business as usual activities.
6. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
Not applicable – not outsourced
7. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.
Not applicable, not outsourced.

Inbound Mail

8. Does the Trust have a centralised mailroom for all incoming post/mail?
Yes, this is part of the General Office setup.
9. If so, is this managed by Trust employees?
Yes
10. If not, who manages the incoming post/mail on behalf of the Trust and what is the annual cost of the contract?
Not applicable
11. What are the daily/weekly/monthly/annual volumes of incoming mail managed/received by the Trust?
This is around: Daily: 25, Weekly: 125, Monthly: 500, Annually: 6 000.
12. When is the contract up for renewal?
N/A This is not outsourced
13. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
N/A this is not outsourced
14. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.
N/A this is not outsourced.