

Freedom of Information Act 2000 disclosure log entry

Reference

21-22234

Date sent

17/02/22

Subject

Incoming and Outgoing Mail

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?
This is an inhouse service
2. What volume of pages are printed by the trust each year (an average for a rolling 12 month period is fine)?
Circa 1 million printouts.
3. If the outbound mail/printing service is outsourced, who is the current contract with?
N/A. Please see above/
4. If outsourced, when is the current contract due for renewal
N/A Please see above

5. What is your annual spend for patient appointment letters and correspondence?
We do not hold this information.
6. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
N/A. Please see above.
7. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation. N/A.
Please see above.

Inbound Mail –

8. Does the Trust have a centralised mailroom for all incoming post/mail?
Yes
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?
N/A
11. What are the daily/weekly/monthly/annual volumes of incoming mail managed/received by the Trust?
Circa 30 mail a day. Weekly – 150. Annually 8000
12. When is the contract up for renewal?
N/A. Please see above
13. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
N/A. Please see above
14. Please confirm the name or job role of the employee that is responsible for this contract within for your organisation.
N/A. Please see above