

FOI 050/2025 Request

Print Room

1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?
2. Is this run by your own staff or outsourced to a third-party provider?
3. If run internally, how many full-time equivalent (FTE) staff run this facility?
4. Number of devices & model type/s?
5. Name of incumbent supplier?
6. Contract start / end date and length of any option to extend?
7. If outsourced, please advise contract start / end date and length of any option to extend?
8. Was this contract awarded through a framework? If yes, which one used?
9. Annual spend (ex VAT)?

We do not have print rooms.

External print

1. Do you outsource any print requirement to an external supplier/s (for example booklets, prospectuses, leaflets, manuals, posters, banners, forms, etc)?
2. Name of incumbent supplier/s?
3. If this arrangement provided under contract, please advise start / end date and length of any option to extend?
4. Was this contract awarded through a framework? If yes, which one used?
5. Alternatively was this awarded through a DPS arrangement?
6. Annual spend (ex VAT)?

We do not outsource print requirements.

Mail Room (Inbound and/or Outbound)

1. Do you have your own in-house Mail Room operation?

No, we do not have a mail room

2. If yes, how is the service run - physical or digital mail distribution?

N/A

3. Is this run by your own staff or outsourced to a third-party provider?

N/A

4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility?

N/A

- 5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend?**

Hybrid Mail solution is provided by Xerox. Contract period 01.05.2025 – 30.04.2030

- 6. Was this contract awarded through a framework? If yes, which one used?**

LPP DDS framework

- 7. Annual spend (ex VAT)?**

2024 £487,133.52, 2023 £487,635.31