

Freedom of Information request 014079

16/5/18

1. Please provide details of the Trust's current Letter printing service supplier/system.
Synertec

2. What is the Trust's annual cost for the printing and postage of patient letters?
All of the Trust's FM Services are provided by our PFI Partner, Summit Healthcare. The Trust's contract with Summit Healthcare started on 17th May 2001 and expires after 17th May 2041. The mail room is part of this contract.

3. Please provide monthly values for the number of patient letters sent?
Information not held, service is not centralised, Synertec only print some services

4. Does the Trust use the services of an external printer for patient and non-patient letters?
YES / NO - YES

If No, go to question 5. If Yes, go to question 7.

5. What are the Trust's costs for the service and support of onsite printing equipment?

6. Have you previously considered using outsourced services? Please provide details of why you chose not to use them.

7. Please provide when the service was implemented, and the services included?
October 2016

8. Please provide specific details of any aims/targets set of the print service and whether these have been achieved?
Reduce costs.

9. Please provide details of the member(s) of staff responsible for the implementation and continued running of the service and their role within the Trust?
Refer to the Trust website for accountability. The service is not centralised.

10. Please provide details of:

- a. *Supplier* - Synertec
- b. *Expected contract length* - 2 years
- c. *Contract review date* - October 2018
- d. *£130k*

11. Please provide details of the implementation costs and on-going/support costs?
£100 per month for support.

12. Please provide details of the processes followed to procure an external print service?
SBS Framework Agreement

13. Please provide details of the channels used to publish the notification of procurement, for an external print service?
SBS Framework Agreement