

Date: 14/12/2021

FREEDOM OF INFORMATION REQUEST FOI/015987 - Appointment letters/post

I am writing to make an open government request for all the information to which I am entitled under the Freedom of Information Act 2000.

Outbound Mail

1. Does the Trust currently print patient appointment letters and correspondence in house or is this outsourced to a supplier? - Information on appointment letters is already available, please go to [Disclosure log - The Dudley Group NHS Foundation Trust \(dgft.nhs.uk\)](#) and in the search box type in 015615
2. What volume of pages are printed by the trust each year (an average for a rolling 12 month period is fine)?
- See response to question 1
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.

- All Facilities Management services are provided by our Private Finance Initiative Partner, Summit Healthcare which includes the mailroom. The Trust's contract with our PFI Partner expires after 17th May 2041. The project term is for 40 years.

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.

- **Questions 8 to 14** - All Facilities Management services are provided by our Private Finance Initiative Partner, Summit Healthcare which includes the mailroom. The Trust's contract with our PFI Partner expires after 17th May 2041. The project term is for 40 years