

Date: 21/09/2022

FREEDOM OF INFORMATION REQUEST - FOI/016393 - Printed Stationery and Managed Service

I would be most grateful if you would provide me, under the Freedom of Information Act, details in respect to details of current contract details for Printed stationery and Managed Service print, covering both your operational print requirements and Communications team requirements.

The details we require are;

Details of Current contract/framework details for Printed Stationery and Managed Service Print including offsite stockholding, online ordering/ consolidated invoicing Printed Stationery Contract awarded to Continuous Data

Print awarded via Procurement for Housing framework Communications department Print spend, and if covered contractually - Communications non-contractual spend £17,317.50

Start date and duration of the contract/framework - Contract period 12.08.2021 to 11.08.2023 Framework 14.08.2016

Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages. - Inclusion in framework, please contact Procurement for Housing for further information

Actual spend on contract/framework from the start of the contract to the current date broken down by Contractual managed stock and ad-hoc (Non-Stock) spend. - Contractual Spend £81,722.81 / Ad hoc Spend £170,720.00

What is the trust spending on print, both operational and Communications spend that isn't covered contractually?

Operational £153,402.50 / Communications £17,317.50

Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised? - Refer to Procurement for Housing Framework

Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension? - 12 months extension option

Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed? –

Yet to be decided as Trust has a digital strategy to move away from paper-based documentation to electronic

Who is the senior officer(s) (both inside and outside of procurement) responsible for this contract? - Procurement Contact is Kirk Johnson, who liaises with various internal colleagues