

Trust Headquarters located at:

The County Hospital

Hereford

HR1 2ER

freedom.information@wvt.nhs.uk

INFORMATION REQUEST FOI2022/231

13 September 2022

Thank you for your Freedom of Information request.

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;

1. Details of Current contract/framework details for Printed Stationery and Managed Service Print including offsite stockholding, online ordering/ consolidated invoicing
2. Communications department Print spend, and if covered contractually.
3. Start date and duration of the contract/framework
4. Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages.
5. 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.
6. What is the trust spending on print – both operational and Communications spend that isn't covered contractually?
7. Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?
8. Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?
9. Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?
10. Who is the senior officer(s) (both inside and outside of procurement) responsible for this contract?

I have considered your request and have set out the Trust's response below:

1. Managed Print - Altodigital Networks Ltd
Printed Stationery supplied and printed stationery is in house.
2. Our costs for communications department are not separated out on the ledger and are included with another team. This information is therefore not held.
3. Awarded via Birmingham City Council Framework, rolling contract, extended in 2019 for 5 years
4. This information is not held by the Trust.
5. The figures are as follows. This includes all costs relating to printers, as we are not able to split these costs out -
2021/22 = £261k was spent on pull print.
2020/21 = £247k was spent on pull print.
2019/20 = £252k was spent on pull print.
6. Nil
7. The information you requested is not held by us. This service was provided by Hoople at the time, who supply the Trust's ICT services. Therefore, there is no recorded information held to answer this under the

Freedom of Information Act 2000.

8. Yes, 5 years

9. No

10. In accordance with the Information Commissioner's Office guidance on disclosure of data about employees, I consider the name and contact details of staff who are not at a high level of seniority to constitute their personal data, as defined by the UK General Data Protection Regulations. As such, this information is refused under Section 40(2) of the Freedom of Information Act 2000.

Please note that a record of previous Trust FOI responses is now available to consult online by visiting:

<https://www.wyvalley.nhs.uk/about-us/information-requests/freedom-of-information-requests.aspx>

If you have queries or any concerns my contact details are given at the top of the letter. Please remember to quote the reference number above in any future communications. If you are dissatisfied with the handling or response to your request and wish to ask for a review of this, please contact me and I will arrange this to be done.

Further information is available from the Information Commissioner's Office who can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Web site: www.ico.gov.uk

Yours sincerely,

Freedom of Information Coordinator

Re-Use of Public Sector Information

All information supplied by the Trust in answering a request for information (RFI) under the Freedom of Information Act 2000 will be subject to the terms of the Re-use of Public Sector Information Regulations 2005, Statutory Instrument 2005 No. 1515 which came into effect on 1st July 2005.

Under the terms of the Regulations, the Trust will licence the re-use of any or all information supplied if being used in a form and for the purpose other than which it was originally supplied. This license for re-use will be in line with the requirements of the Regulations and the licensing terms and fees as laid down by the Office of Public Sector Information (OPSI). Most licenses will be free; however the Trust reserves the right, in certain circumstances to charge a fee for the re-use of some information which it deems to be of commercial value.

Further information can be found at www.opsi.gov.uk where a sample license terms and fees can be found with guidance on copyright and publishing notes and a Guide to Best Practice and regulated advice and case studies, at www.opsi.gov.uk/advice/psi-regulations/index.htm