

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

System Used is provided by Pitney Bowes

2. What is the Trusts annual cost for the printing and postage of patient letters?

£705,825

3. Please provide monthly values for the number of patient letters sent?

Circa 60,000 exact numbers not held

4. Does the Trust use the services of an external printer for patient and non-patient letters?

YES / NO

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

5. What are the Trusts costs for the service and support of onsite printing equipment?

Currently £0

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

Yes, too expensive and not value for money.

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

Implementation date not held

X2 Franking machines and x1 letter folding machine

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

No aims/targets

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?

X1 Facilities manager

X1 Facilities Business Manager

X2 Admin staff

10. **Please provide details of:**

a. Supplier – Pitney Bowes – in house

b. Expected contract length = not applicable

c. Contract review date = as above

d. Cost of contract to date =as above

11. Please provide details of the implementation costs and on-going/support costs?

£0

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

a. not applicable

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

a. not applicable