



Ref: FOIA Reference 2022/23-690

Royal Stoke University Hospital
Data, Security and Protection
Newcastle Road
Stoke-on-Trent
Staffordshire
ST4 6QG

Date: 10th March 2023

Email foi@uhnm.nhs.uk

Dear

I am writing to acknowledge receipt of your email dated 23rd February 2023 requesting information under the Freedom of Information Act (2000) regarding pre-printed stationery

On the same day we contacted you via email as we required a timeframe

You replied via email with:

'Could you give us a figure for last 2 financial years please?'

As of 1st November 2014 University Hospitals of North Midlands NHS Trust (UHM) manages two hospital sites – Royal Stoke University Hospital, and County Hospital (Stafford). Therefore the response below is for the two sites combined from that date where appropriate.

Q1 Details of the request.

I'm interested in gaining the following information regarding Trust Procurement of pre-printed stationery that is NOT produced within the Trust.

1. Under which OJEU/Framework contract reference is the trust currently operating under for stock and ad-hoc printing services and what is a value of each contract?

A1 Harlow Printing Ltd provide the managed print services including offsite stock holding until 31/07/2023 under Crescent Purchasing Consortium framework Lot2 (Design and Print). Contract items are set up on catalogue allowing end-users to order online. The value of the contract was around £1,540,258.56 incl. VAT

Q2 What is the annual spend on printed stationery for the organisation and what % of spend is ad-hoc?- clarified above

A2 See below:

Approximately £522,000 spend per year which is broken down below.

Approximately £192,000 Ad-hoc print requests within the contract over the past 12 months.

Approximately £330,000 Contract spend on managed stock lines over the past 12 months.

The spend through the course of the contract will be similar each year.

Q3 When was the contract awarded and for what period of time? If in an extension period, when does it end?

A3 The contract was awarded on 01/08/2018 – 31/07/22. We decided to extend the contract for a further 12 months so our current contract expires on 31/07/2023.

Q4 Who is the current contracted supplier?

A4 The current supplier of our Printed stationary contract is Harlow Printing Ltd.

Q5 Is stock held by a 3rd party? If yes, what value of stock is being held by the 3rd party supplier?

A5 The printed stock is not held by a 3rd party as our currently supplier (Harlow) have the capacity to hold our stock for which we then pull orders from. The stock is reprinted quarterly depending on how much stock is remaining.

Currently with Harlow we tend to stock between £55,000 - £60,000 worth of stock at a time.

Q6 Does the Trust have a Communication's Department? If so, please can you advise the contact details?

A6 This information is available on the Trust website – email is Communications2@uhnm.nhs.uk and the service covers all UHNM sites and services

Q7 For the further conversation, who is the main contact within the trust to discuss on-going print contracts?

A7 William Nicklin*= William.Nicklin@uhnm.nhs.uk

*Please note that any individuals identified do not give consent for their personal data to be processed for the purposes of direct marketing.

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An anonymised copy of this request can be found on the Trust's disclosure log, please note that all requests can be found at the following link: <http://www.uhnm.nhs.uk/aboutus/Statutory-Policies-and-Procedures/Pages/Freedom-of-Information-Disclosure-Log.aspx>

This letter confirms the completion of this request. A log of this request and a copy of this letter will be held by the Trust.

If you have any queries related to the response provided please in the first instance contact my office.

Should you have a complaint about the response or the handling of your request, please also contact my office to request a review of this. If having exhausted the Trust's FOIA complaints process you are still not satisfied, you are entitled to approach the Information Commissioner's Office (ICO) and request an assessment of the manner in which the Trust has managed your request.

The Information Commissioner may be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or via www.ico.org.uk.

If following review of the responses I can be of any further assistance please contact my secretary on 01782 671612.

Yours,



Rachel Montinaro
Data Security and Protection Manager - Records