

13 March 2020

Information Rights & Compliance Team  
99 Waverley Road  
St Albans  
Hertfordshire  
AL3 5TL

Tel: 01727 804954  
Email: [Hpkt.foi@nhs.net](mailto:Hpkt.foi@nhs.net)

Our Ref: FOI/03607

Thank you for your request concerning postage.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**1. Which postal supplier do you use to pick up your physical post?**

|                               | Yes/No         |
|-------------------------------|----------------|
| Royal Mail                    | Yes            |
| Whistl                        | No             |
| UKMail                        | No             |
| Other (Please specify): _____ | Not applicable |

**2. Do you use franking machines or PPI envelopes in your post room?**

One of our sites use a franking machine. We do not use PPI envelopes.

**If yes**

**What procurement framework was used?**

We used a PR05 Framework agreement.

**When was the contract awarded?**

November 2014

**Who is the supplier?**

Pitney Bowes

**How long is the contract for?**

The contract ran out in November 2019 but has been extended until June 2020.

**3. What percentage of your total outbound post is currently submitted via your hybrid mail supplier?**

0%



**4. Who is responsible for digital transformation in your organisation?**

Our Chief Information Officer is responsible for digital transformation.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith  
Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

