

4 March 2021

Information Rights & Compliance Team
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Our Ref: FOI/03628

Thank you for your request concerning Printed Stationary and we apologise for the prolonged delay in responding to your request.

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

1. What is the annual spend on printed stationary for the organization?

We are unable to provide the spend on pre-printed stationary as we do not split our stationary spend in that way. However, under Section 16 - Duty to Provide Advice and Assistance I can inform you that our spend on printing and stationary for 2019/20 was £245k.

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

It would depend on the format and the quantity of the material.

3. When was the contract awarded, and for what period of time?

This would depend on the specific contract and the materials involved.

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

Yes stock is held by 3rd parties. Please see the answer to question 1 we are unable to provide the value being held.

5. Who is the current contracted supplier?

We have two suppliers holding printed stock:

- Herts Lecois
- Duncan Print

6. For further conversation, who is the main contact within the trust to discuss ongoing print contracts?

The Communications Department (hpft.comms@nhs.net) would be the contact point for printing.



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](#).

