

10 July 2024

Information Rights & Compliance Team
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Our Ref: FOI/05164

Thank you for your request concerning spend on office supplies.

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

**Please can you respond to the following request for Information.
The details I require are:**

- 1. Spend on Office supplies and associated products for the below financial years.**

1st April 2022 – 31st March 2023

The expenditure on stationary for 22/23 was £189,932.

1st April 2023 – 31st March 2024

The expenditure on Stationary for the 23/24 was £251,291.

- 2. Start date & duration of Contract?**

There is not a contract in place.

- 3. Is there an extension clause in the contract and, if so, the duration of the extension?**

Not applicable.

- 4. Has a decision been made yet on whether the contract is to be either extended or renewed?**

Not applicable.

- 5. Who is the senior officer (outside of procurement) responsible for the contract?**

Not applicable.

- 6. Name of Incumbent Supplier?**

We use various including NHS Supplies and Herts Full Stop.



7. How long have you traded with them?

Over 10 years.

8. If you publish your register of contracts and purchasing, can you please provide a website link.

Not applicable.

9. In addition, can you confirm if you have a contract in place for Tail End Spend.

[Tail End Spend](#) is not a phrase we are familiar with but believe the answer is No.

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](#).

