

Freedom of Information request NCC-027481-17

Further to your Freedom of Information Request below, please find the Council's response as follows:

1) How does your organisation pay for postage on outbound mail?

- * Franking machine
- * Royal Mail PPI or OBA account
- * Downstream Access provider
- * Hybrid Mail solution
- * other (please specify)

OBA & Franking machine

2) Please advise how you manage any mailshots.

- * In-house using manual mail production and apply postage.
- * Outsourced to a mailing house for print, fulfilment and postage
- * A combination of the above, depending on the number of recipients and mail piece content in-house for print, fulfilment and postage

3) Are you aware of total spend per piece for outbound mail, including printer costs, pre-printed stationery, any folding or inserting machine costs, envelopes, franking machines (and consumables,) staff resources and energy costs?

- * 1st class (single page colour, simplex)
- * 2nd class (single page colour, simplex)
- * Large letter (5 pages colour, duplex)

I can confirm that we are withholding this information under S43 (2) of the Freedom of Information Act on the grounds that release would be likely to prejudice the commercial interests the county council. Before reaching this decision we considered whether the public interest in withholding this information outweighed the public interest in disclosure.

Disclosing this information could have a detrimental impact on the commercial revenue and weaken our position in a competitive environment by revealing market-sensitive information or information of potential usefulness to our competitors.

It is our conclusion, therefore, that on balance the public interest lies in withholding this information.

4) What is your overall spend on outbound mail pa?

450k

5) When will you next review your outbound mail process and/or suppliers?

Spring 2019

6) How do you ask potential suppliers to engage with your organisation to introduce products or services?

Contact suppliers direct

7) Do you use a tendering website or purchasing consortium? If so, please specify

With relation to print and mail services we typically use the Crown Commercial Services framework for procurement and contracts.

8) Are you bound to purchase from a CCS Registered Supplier (if any cost thresholds apply, please specify.)

No

I hope the above information is useful. You have the right to ask us to review the decision to withhold this information (question 3). If you wish to do so, or if you wish to raise any concerns about the way your request was dealt with, then please write to the Team Manager, Complaints and Information, County Hall, West Bridgford, Nottingham, NG2 7QP or e-mail complaints@nottsgov.uk quoting the reference number above.

Yours sincerely

Denise Makar

Senior Practitioner

Complaints and Information Team

0115 9772788