

I would be grateful if you could provide a full response to the questions below in relation to the equipment you use in your Mail Room.

The details we require are:

- Who is the senior officer (outside of procurement) responsible for this contract?
- What are the contractual performance KPI's for this contract?
- Suppliers who applied for inclusion on each framework/contract and were successful & not successful at the PQQ & ITT stages
- Actual spend on this contract/framework (and any sub lots), from the start of the contract to the current date
- Start date & duration of framework/contract?
- Could you please provide a copy of the service/product specification given to all bidders for when this contract was last advertised?
- Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?
- Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?

Our FOI request centres around equipment such as Franking Machines, Letter Openers and Folder Inserters. If your organisation does not use them then I would very much appreciate any information on how your outgoing mail is processed.

We don't have any contracts through procurement for mail room equipment.

Our Central Ticket Office have a Folder Inserter / Envelope Machine which was purchased via a Framework in 2017. The value of the machine was below the formal quotation/tender threshold.

The machine was purchased via a CCS framework following a benchmarking exercise.

The cost/ value of the machine was below the formal quotation/tender threshold - £8,944.85 and we currently pay an annual maintenance charge of around £2668, plus the cost of the envelopes.