

Ref: FOI/CAD/ID 3664

**Please reply to:**  
FOI Administrator  
Trust Management  
Service Centre  
Maidstone Hospital  
Hermitage Lane  
Maidstone  
Kent  
ME16 9QQ  
Email: mtw-tr.foiadmin@nhs.net

9 December 2016

### **Freedom of Information Act 2000**

I am writing in response to your request for information made under the Freedom of Information Act 2000 in relation to Mail.

1) *On average, how many pieces of mail does the Trust send on an annual basis?*

- i. 250,000-500,000*
- ii. 500,000-750,000*
- iii. 750,001- 1,000,000*
- iv. 1,000,001 – 1,250,000*
- v. 1,250,001 – 1,500,000*
- vi. Greater than 1,500,000*

2) *Within your Trust do you use:*

*a. Franking Machines (Y).*

*i. If yes, how many franking machines do you have?*

*ii. If yes, who supplies your franking machines?*

- Pitney Bowes*
- Neopost*
- Other – please specify*

*b. PPI Envelopes (envelopes with pre-printed indices) (N)*

*i. If yes, do you have an envelope machine(s) to automate folding and enveloping documents?*

*ii. If yes, who supplies your envelope machine(s)?*

- Pitney Bowes*
- Neopost*
- Other – please specify*

3) *For the majority of your postal communication do you use:*

*a. Internal mail Room*

*b. External Mail Supplier*

*i. If yes, please provide the name of External Mail Supplier*

*c. External Hybrid Mail Supplier*

*i. If yes, please provide the name of External Hybrid Mail Supplier*

- 4) *Does your Hybrid supplier provide you with any of the following mail services?*
  - i. *Offsite printing*
  - ii. *Posting letters*
  - iii. *Other*
- 5) *Which supplier(s) do you use to pick up your post?*
  - i. *Royal Mail*
  - ii. *Whistl*
  - iii. *UKMail*
  - iv. *Other (please specify)*
- 6) *Which procurement frameworks does your Trust use/belong to?*
- 7) *How long is left on the current mailing contract?*
- 8) *Please supply the name of the person(s) responsible for Transformation projects in your trust and the department they work in if available?*

- 1) On average, how many pieces of mail does the Trust send on an annual basis?
  - v. 1,250,001 – 1,500,000
- 2) Within your Trust do you use:
  - a. Franking Machines.
    - i. Two – 1 machine at Maidstone Hospital and 1 machine at Tunbridge Wells Hospital
    - ii. If yes, who supplies your franking machines?
      - Neopost
  - b. PPI Envelopes (envelopes with pre-printed indices) - No
- 3) For the majority of your postal communication do you use:
  - a. Internal mail Room
  - b. External Mail Supplier
    - i. If yes, please provide the name of External Mail Supplier
  - c. External Hybrid Mail Supplier
    - i. Xerox
- 4)
  - i. Offsite printing
  - ii. Posting letters
- 5)
  - i. Royal Mail
  - ii. Whistl
- 6) Due North
- 7) Until December 2018 + option to extend for further 12 months
- 8) Suzanne O'Neil – Programme Management