

Ref. No: 409  
From: Public  
Date: 24/2/23  
Subject: Trust Procurement of pre-printed stationery

## REQUEST

I'm interested in gaining the following information regarding Trust Procurement of pre-printed stationery, that is NOT produced within the Trust.

1. Under which OJEU/Framework contract reference is the trust currently operating under for stock and ad-hoc printing services and what is a value of each contract?
2. What is the annual spend on printed stationery for the organisation and what % of spend is ad-hoc?
3. When was the contract awarded and for what period of time? If in an extension period, when does it end?
4. Who is the current contracted supplier?
5. Is stock held by a 3<sup>rd</sup> party? If yes, what value of stock is being held by the 3<sup>rd</sup> party supplier?
6. Does the Trust have a Communication's Department? If so, please can you advise the contact details?
7. For the further conversation, who is the main contact within the trust to discuss ongoing print contracts?

## RESPONSE

1. Managed print service procured via HealthTrust Europe LLP Framework Agreement for the External Print and Digital Services Reference Number 2020-042470 dated 27th May 2021. The last rolling 12 months expenditure on "catalogue" items with this supplier was £90,000.

Ad hoc printing is not contracted, and suppliers are invited to quote on ad hoc requirements, where appropriate.

2. Based on rolling 12-month purchase order, by value using NHS eClass code to distinguish different types of print, our split profiles as follows. Please note data has been reviewed and cleansed.

Assumptions made here – ZWO Printing and Publishing Services incorporates managed print (Stock) and WPH Printed Stationery is ad hoc.

<b>Row Labels</b>	<b>Sum of Amount (£)</b>	<b>Sum of amount (%)</b>
WPH PRINTED STATIONERY	£79,668.63	35.02%
ZWO PRINTING PUBLISHING SERVICES	£147,854.84	64.98%
Grand Total	£227,523.47	100.00%

3. Contract referred to in question one runs for 2 years from 16<sup>th</sup> July 2021 with an optional extension period to not more than 4 years.
4. Contract referred to in question one is with Allied Publicity Services (Manchester) Limited (APS Group).
5. Yes – some stock of a schedule of items. Reprint quantity is based on 6 months' previous usage of each item, so value fluctuates.
6. Yes – details can be found on the Trust's website - [Media and PR Department \(sthk.nhs.uk\)](http://sthk.nhs.uk)
7. Procurement Department – purchasing@sthk.nhs.uk