

## **Freedom of Information Act 2000**

Your request for information has now been considered and the Council's response to your questions is shown below.

### **You asked:**

**What print and mailing services do you currently outsource?**

Answer:

For sensitive mail (Council Tax/ Housing Benefit, NNDR bills and reminders) but only the mailing and enclosing element, print is managed in house.

**Which companies do you use and for what?**

Secure Mail And Print - for the enclosing and mailing of the letters element.  
Leicester City Council for the printing.

**What is the value of these contracts and when are they due to end or come up for renewal?**

Value last financial year - 2012-2013= £113000  
Contract will be approaching the end of term at the end of 2014.

**How do you select which print and mailings companies to use?**

Competitive procurement exercise with Contract term based on requirements, advertised for anyone to bid for the work.

**Do you have a preferred supplier list for print and mailing services and, if so, how can a print and mailing service company be added?**

We are in a contract at present with Secure Mail and will be approaching the market for this requirement again this year.  
We would only operate a PSL if we approached the market for this to be in place, giving everyone an opportunity to bid for selection, there is no process for PSLs to be in place without a procurement process involved.

**Do you have any specific print and mailing services supplier requirements eg. ISO9001; ISO14001 ect?**

ISO 9001 and ISO 14001 and we also have a Data Protection Act 1998 agreement that requires signing as part of the contract.

**To whom is it most appropriate to contact when wishing to discuss our print and mailing service offering and their contact details?**

No single person is appropriate as all our opportunities are advertised on Source Leicester, and require registration to be able to bid for any future print or mail contracts or opportunities.

The legislation allows you to use the information supplied for your own personal use, or for journalistic purposes. If the information is a dataset (which does not relate to the environment), you may also use the information for commercial re-use under an [Open Government Licence](#).

If you are dissatisfied with the handling of your request please write to:

**Information Governance Manager**  
**Information and Support**  
**Leicester City Council**  
**FREEPOST (LE985/33)**  
**New Walk Centre**  
**LEICESTER LE1 6ZG**  
e-mail: [info.requests@leicester.gov.uk](mailto:info.requests@leicester.gov.uk)

Your request for internal review should be submitted to the above address within 40 (forty) working days of receipt by you of this response. Any such request received after this time will only be considered at the Council's absolute discretion.

You may also seek independent advice from the Information Commissioner at:

**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow SK9 5AF**  
**Telephone: 01625 545 700**  
[www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please be aware that the Information Commissioner does not normally consider requests until the internal appeals process of the Council has been exhausted. You are therefore advised to appeal to the Information Governance Manager before contacting the Commissioner.