

Freedom of Information Request – 3472

Ref: Outsourced and In-House Couriers

To whom it may concern

I am writing to make an open government request for information to which I am entitled under the Freedom of Information Act 2000.

Please send me details for the period 2016-17 on the following:

1. The total value of the courier service contracts that were outsourced?

TNT (contract period 01/07/14 – 30/6/17 with the option to extend by 3 x 12 month periods), contract value approx. £35,000.00 (2016- 17 spend approx. £8500.00).

Swift Courier services £28,051.87.

2. The name of your primary and any secondary Courier supplier

a) The value of your primary supplier contract, its expiry date and the services they provide (e.g. ad hoc/same day/overnight/GP route)

TNT (contract period 1/7/14 – 30/6/17 with the option to extend by 3 x 12 month periods), contract value approx. £35,000.00 (2016-17 spend approx. £8500.00). Services provided include: ad-hoc, same day, overnight, international (rarely).

b) The value of your secondary supplier's contract, its expiry date and the and services they provide (e.g. ad hoc/same day/overnight/GP route)

The Trust also use ISS (contract managed by Simon Wardale, Facilities and Services Contracts Manager, Norfolk and Norwich University Hospitals NHS Foundation Trust, Direct Dial 01603 289789, Internal Ext 5789, simon.wardale@nnuh.nhs.uk)

3. The total cost of the courier services that were managed in-house?

The Trust does not have an in house courier service. As part of the Trust EPA work with the NNUH - the Trust out sourced this work to the NNUH /EPA.

a) The number of staff employed in managing those contracts N/A

b) The number of vehicles owned or leased to meet the in-house courier requirement N/A

4. The name and email of the person responsible for the procurement/management of these services?

Simon Wardale, Facilities and Services Contracts Manager, Norfolk and Norwich University Hospitals NHS Foundation Trust, Direct Dial 01603 289789, Internal Ext 5789, simon.wardale@nnuh.nhs.uk)