

**Information Governance**  
The Green  
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**Email** [elft.foi@nhs.net](mailto:elft.foi@nhs.net)  
**Website:** <https://www.elft.nhs.uk>

24<sup>th</sup> March 2022

**Our reference: FOI DA4104**

I am responding to your request for information received **17<sup>th</sup> February 2022**. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,



Lara Cousens  
Information Governance Manager – Information Rights

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
Web: [www.ico.org.uk](http://www.ico.org.uk)

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Chair: Mark Lam

Chief Executive: Paul Calaminus

*We care*

*We respect*

*We are inclusive*

**Request:**

**Question 1: What is the annual spend on printed stationery for the organization?**

Answer: £74,624

**Question 2: Under which OJEU/Framework contract reference is the trust currently operating under for stock and ad-hoc printing services and what is the value of each contract?**

Answer: SBS Framework - SBS/15/RM/W/8548/02

**Question 3: When was the contract awarded, and for what period of time?**

Answer: 07/01/18 - 06/30/21, however the Trust is still using this provider out of contract while we work on a retrospective extension.

**Question 4: Is stock held by a 3rd party? If yes, what value of stock is being held by the 3rd party supplier?**

Answer: No.

**Question 5: Who is the current contracted supplier?**

Answer: Clares

**Question 6: How long has the current contractor been the main supplier of printed stationery for the Trust?**

Answer: Since 2015.

**Question 7: Does the Trust have a Communication's Department? If so, please can you advise the contact details?**

Answer: [elft.communications@nhs.net](mailto:elft.communications@nhs.net)

**Question 8: For further conversation, who is the main contact within the trust to discuss ongoing print contracts?**

Answer: Mohit Venkataram  
Email: [mohit.venkataram@nhs.net](mailto:mohit.venkataram@nhs.net)