



# Rutland County Council

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12 October 2017

## FREEDOM OF INFORMATION REQUEST – 1154/17

Dear Sir/Madam

Your request for information has now been considered and the information requested is provided below.

### Request/Response:

I am writing to you under the Freedom of Information Act, to request the following information from your organisation. If this information is held and managed by multiple departments, please give information for the highest spending department

1. How does your organisation pay for postage on outbound mail?

Answer: Franking machine and Royal Mail Printed Postage Impressions.

2. Please advise how you manage any mailshots.

Answer: In-house using manual mail production and apply postage.  
Outsourced to a mailing house for print, fulfilment and postage.  
A combination of the above, depending on the number of recipients and mail piece content.

3. Are you aware of total spend per piece for outbound mail, including printer costs, pre-printed stationery, any folding or inserting machine costs, envelopes, franking machines (and consumables,) staff resources and energy costs?

1st class (single page colour, simplex)  
2nd class (single page colour, simplex)  
Large letter (5 pages colour, duplex)

Answer: Rutland County Council does not hold this information

4. What is your overall spend on outbound mail pa?

Answer: Franking Costs - £52,000.

5. When will you next review your outbound mail process and/or suppliers?

Answer: July 2019.



6. How do you ask potential suppliers to engage with your organisation to introduce products or services?

Answer: Please find information regarding this on our website below:  
<https://www.rutland.gov.uk/my-business/selling-to-the-council/contracts/>

7. Do you use a tendering website or purchasing consortium? If so, please specify

Answer: Yes. Lease agreement for Postal Goods supplied under Crown Commercial Service Postal Goods and Services Framework Agreement RM1063.

The Welland Procurement Unit supported this procurement. Please find more information on our website using the link below:

<https://www.rutland.gov.uk/my-business/selling-to-the-council/procurement/>

8. Are you bound to purchase from a CCS Registered Supplier (if any cost thresholds apply, please specify.)

Answer: No

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If you are dissatisfied with the handling of your request please contact the Head of Corporate Governance, Rutland County Council, Catmose, Oakham, Rutland LE15 6HP  
You can also complain to the Information Commissioner at:

The Information Commissioner's Office  
Wycliffe House, Water lane  
Wilmslow, Cheshire  
SK9 5AF  
Tel: 01625 545700

Yours faithfully

FOI Administrator  
Corporate Support Team, Rutland County Council