

FOI number: **HBC\_FOI\_20200530**  
Date FOI Received: **11/09/2020**  
Department: **Design and Print**  
Title: **Postal Goods Services and Solutions**  
Description: **Postal Goods Services and Solutions**

**Request: (As Redacted sent by requestor)**

1. Your postal spend in 2019 and projected spend for 2020 /2021 on the following - exact costs where possible or if unavailable please provide estimated costs
2. If using a franking system, please specify supplier and model.
3. Is the equipment owned or leased through the supplier or 3<sup>rd</sup> party finance house.
4. If the equipment is owned outright - the month, year and cost of purchase plus the annual maintenance and consumable costs.
5. If the equipment is leased - the month, year and term of lease plus quarterly / annual costs including maintenance and consumable costs.
6. What is the typical decision process within your organisation for mail and postal services ?
7. Who is ultimately responsible for making decisions such as the allocation of contracts for postal equipment and expenditure ?
8. Are you mandated to procure through a framework agreement and if so the name of the framework

**Response: (Response as Redacted sent by service)**

2. Your postal spend in 2019 and projected spend for 2020 /2021 on the following - exact costs where possible or if unavailable please provide estimated costs  
[Franking -2019/20 - £102,054, 2021/22 - £87,050](#)
9. If using a franking system, please specify supplier and model.  
[Pitney Bowes, SendPro P/Connect+ 3000](#)
10. Is the equipment owned or leased through the supplier or 3<sup>rd</sup> party finance house.  
[Owned](#)
11. If the equipment is owned outright - the month, year and cost of purchase plus the annual maintenance and consumable costs.  
[Purchase 4/2/2014, cost £14,864, maintenance £2272, consumables £1230](#)
12. If the equipment is leased - the month, year and term of lease plus quarterly / annual costs including maintenance and consumable costs.  
[n/a](#)

13. What is the typical decision process within your organisation for mail and postal services ?

All procurements are undertaken following the contract procedure rules (Departmental Manager, Service Head, and Managing Director).

14. Who is ultimately responsible for making decisions such as the allocation of contracts for postal equipment and expenditure ?

Decisions may be taken at a senior level or a departmental level following the process of the Contract Procedure Rules.

Under £10,000 – Departmental Manager (Mark Roberts).

£10,000 - £74,999 – Head of Service

£75,000 – Procurement Manager.

15. Are you mandated to procure through a framework agreement and if so the name of the framework

It is not mandatory to use a framework contract, however a procuring officer may choose to use this option if it offers value for money and saves time on the process.

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<http://www.hertsmere.gov.uk/councildemocracy/accesstoinformation/>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:

Information Commissioners Office

Wycliffe House, Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625 545700 Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards  
Information Services