CITY OF
WOLVERHAMPTON
C O U N C I L

Response to Request for Information

Reference   FOI 001541
Date   29 September 2017

Outbound Mail

Request:

1)   How does your organisation pay for postage on outbound mail?
- Franking machine
- Royal Mail PPI or OBA account
- Downstream Access provider
- Hybrid Mail solution
- Other (please specify)

2)   Please advise how you manage any mailshots.
- 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) – Total spend per piece £0.49p
- 2nd class (single page colour, simplex) – Total spend per piece £0.31p
- Large letter (5 pages colour, duplex) – Total spend per piece £0.47p
- Franking Machines Maintenance £239.50
- Staff Resources x 2

4)   What is your overall spend on outbound mail pa?
£279,676

5)   When will you next review your outbound mail process and/or suppliers?
Review already carried out (outsource to Critiqom)

6)   How do you ask potential suppliers to engage with your organisation to introduce products or services?
Where appropriate the Council will hold supplier engagement events which will be advertised on www.wolverhamptontenders.com

7)   Do you use a tendering website or purchasing consortium? If so, please specify
Yes www.wolverhamptontenders.com

8)   Are you bound to purchase from a CCS Registered Supplier (if any cost thresholds apply, please specify.)
No