

Date: 3 March 2020

**Re: Freedom of Information Request**  
**Ref: 50- 2020**

Thank you for your email dated the 7<sup>th</sup> February 2020, requesting information relating to pre-printed stationary.

The information that you require is as follows:

**I am interested in gaining the following information regarding the Trust Procurement of Pre-Printed Stationary.**

- 1. What is the annual spend value The Clatterbridge Cancer Centre Foundation Trust have on pre-printed stationery?**

**Section 12: Appropriate Limit**

**Following a scoping exercise completed by our Finance Department, it has become evident that in order to meet the full requirements of this request, there would be a significant impact on both time and workload within the Trust. This information is not held centrally and would therefore require a member of staff to search through a large number of invoices, and manually extract the information required. It is estimated that this would take in excess of 18 hours.**

**Section 12 of the Act makes provision for public authorities to refuse requests for information where the cost of dealing with them would exceed the 'appropriate limit', which for local authorities is £450, or 18 hours (at £25 per hour). This represents the estimated cost of one person spending 2.5 working days locating the documents that contain the information and extracting the relevant information containing it. This would take considerable time and cost which we estimate will exceed the "appropriate limit".**

- 2. Does the Trust have in place a current, officially awarded contract for print?**

**No our Trust does not have a formal contract in place.**

3. Was this awarded following an official tender process conducted under European Law, through Ojeu?

**N/A- Please see above.**

4. When was the contract awarded, and for what period of time?

**N/A- Please see above.**

5. Was there an extension provision to the contract?

**N/A- Please see above.**

6. What is the Ojeu contract reference of the print contract?

**N/A- Please see above.**

7. Who is the current contracted supplier?

**N/A- Please see above.**

8. Who was the previous contract supplier?

**N/A- Please see above.**

Should you require any further information please do not hesitate to contact me on the email address provided below.

Please remember to quote the reference number above in any future communications.

If you are dissatisfied with the handling of your request, you have the right to ask for this to be investigated internally.

If you are dissatisfied with the information you have received, you have the right to ask for an internal review.

Both processes will be handled in accordance with our Trust's Freedom of Information Policy and the Freedom of Information Act 2000.

Internal investigation and internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Freedom of Information Review, The Clatterbridge Cancer Centre NHS Foundation Trust, Clatterbridge Road, Bebington, Wirral, CH63 4JY

If you are not satisfied with the outcome of the internal investigation/review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

**In order for us to ensure customer satisfaction and to monitor compliance with the Freedom of Information Act 2000, we would be grateful if you could take a couple of minutes to complete a short feedback form via the link below:**

**<https://www.surveymonkey.co.uk/r/H39RFMM>**