

FOI Release
Information released under the Freedom of Information Act

Title: IPO courier service contracts

Date of release: 1 May 2018

Information request:

Please send me details for the period 2017-18 on the following:

1. The total value of the courier service contracts that were outsourced.
2. The name of your primary and any secondary Courier supplier, the value of your primary supplier contract with its expiry date and the services provided (e.g. same day/next-day/overnight) and the value of your secondary supplier's contract with expiry date and services provided.
3. The total cost of the courier services that were managed in-house, the number of staff employed in managing those contracts and the number of vehicles owned or leased to meet the in-house courier requirement.
4. The name and email address of the person responsible for the procurement / management of these services?

Information released:

We have a contract for a single warehouse van for transporting records to and from our file store, located at a distance of 10 miles from our main office in Newport:

Contract for warehouse van – taking documents for storage between NP10 8QQ and NP11 7HZ.

Ford Transit Connect Leased from Days Rental. £220.97 +VAT per month. The contract runs from Nov '17 to Oct '20. Our previous vehicle was also a Transit Connect at a cost of £210 +VAT per month.

Warehouse Van Insurance

Transit Connect Insurance is with Zurich, at a cost of £1117.52 per annum.

We also have a contract for an overnight courier service for document delivery between our Newport and London offices:

Overnight Courier Service – taking and delivering documents between NP10 8QQ and Bloomsbury Street, London.

Contract with CitySprint at a cost of £2582.94 +VAT. It is a rolling one-year contract reviewed every March. The contract was awarded as a collaborative agreement with three other government departments.

The contract is managed as a small part of the duties of a single civil servant. Others will play a similar role in the three other departments who are party to the CitySprint contract. Any other occasional *ad hoc* courier requirements do not form part of these contracts but services are hired locally as and when required.

The name and contact details of the contract manager are withheld under section 40(2) of the Freedom of Information Act because they consist of personal information of a civil servant who does not occupy outward facing role. Section 40(2) of the FOI Act provides that personal data is exempt if one of the conditions set out in section 40(3) is satisfied. Under the Act disclosure of this information would breach the fair processing principle contained in the Data Protection Act where, as on this occasion, it would be unfair to those persons.

If you are dissatisfied with the handling of your request you have the right to ask for an internal review. Internal review requests should be submitted within two months and you may request a review by emailing foi@ipo.gov.uk . If you are not content with the outcome of the internal 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.