



FOI REF:	14208
RESPONSE SENT:	25/04/2024

Request:

- Q1 Who is the procurement lead for the annual billing print and mail project?
- Q2 Are you currently in a contract to supply these services?
- Q3 If so, who is this with and when does it finish?
- Q4 Do you have a hybrid mail service (print and post)?
- Q5 Which departments use this?
- Q6 Who is your current supplier?
- Q7 Who is the procurement lead?
- Q8 Who is responsible for digital transformation within the organisation?
- Q9 What are their contact details?
- Q10 Who oversees procurement and manages the procurement process within the council?

Response:

Response to Q1: - The procurement is managed by the Service Lead for Revenues and Benefits with support from Procurement. I provided guidance on the last procurement exercise.

Response to Q2: Yes

Response to Q3: The incumbent is Latcham Direct Ltd; the contract is due to expire shortly. The council will re tender the contract early Autumn 2024

Response to Q4: No; the council has an internal print room which is used council wide

Response to Q5: Please see comment above

Response to Q6: N/A

Response to Q7: N/A

Response to Q8: [REDACTED] Head of Programme – TC25

Response to Q9: Email: [REDACTED]@winchester.gov.uk



Q10 Who oversees procurement and manages the procurement process within the council?

Response to Q10: [REDACTED] is also the Service Lead for procurement and oversees but [REDACTED] largely manages the procurement process within the council.

