

Our Ref EW FOI 08/14 2

14 February 2014

Mr Arthur Burns

Dear Mr Burns,

**Re: Your request for information under the Freedom of Information Act 2000.**

I am writing with reference to your request for information made on the 20 January 2014, regarding the College's Prospectus Design and Artwork and Website Design and Management. The information is set out below.

### Information requested complete with our response

Your questions were passed to the Head of Marketing and School Liaison. His response is outlined below:

#### Prospectus Design and Artwork

We will not be tendering this year, we will producing the prospectus design and artwork in-house. Last year DTW created the initial concepts and style sheets. The following organisations tendered for the prospectus in 2011:

- Hippo Creative
- Dickinson Media
- Wow Marketing
- Exclaim
- Magpie Comms
- DTW
- Cynergy

We paid £1,500 last year, printed 8,000 copies (paying £5,400).

#### Website Design Management

We re-contracted in 2013. Our website is managed and produced internally and updated with content regularly. We did not go out to tender the last time our website was refreshed, we did it internally. Other than internal staffing costs, all we paid for were holding costs which were less than £500 per year. As we have recently been through this process in 2013 we do not know if and when we will be doing it again at this stage.

#### Appeal/Complaints Process

If you believe that we have not dealt with your request appropriately Bishop Auckland College has an appeal and complaints process. Appeals and complaints must be received within 10 working days of the date you receive the written response to your request and must be made through the Information Officer which is myself. Please remember to quote the reference number above in any future communications.

If you are unhappy with the outcome of the appeal or complaint, 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

Thank you for your enquiry.

Yours sincerely



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