

Dear Mr Charles

Regarding your recent application under the Freedom of Information Act 2000 please find below details of our response.

**1. Do you provide a centralised printing and / or reprographics service?**

No

**a. Who are the current suppliers of production digital printing systems? (this does not include office MFD systems)**

n/a

**b. Can you provide details of make / model of the equipment and when it was installed?**

n/a

**c. Can you provide the last 3 years approximate costs for the supply of digital printing equipment and indicate when the contract is to expire?**

n/a

**d. If you outsource this function in whole or in part, please indicate who is the current supplier/s are, annual spend for the last 3 years, and when the contract is due to expire. (This does not include ad-hoc print requests)**

There is a rolling 3-year external print contract and we have now entered into our second year of the contract.

There are currently 3 suppliers - SF Tayor, CDP and Print Plus.

The contract value is set at 100,000 per annum.

**e. Can you please provide contact details for the person responsible for the above?**

Katherine Stanton

Senior Marketing & Communications Officer

01744 676864

**2. Do you provide a centralised mail fulfilment service?**

No

**a. Who are the current suppliers of mail fulfilment systems?**

n/a

**b. Can you provide details of make / model of the equipment and when it was installed?**

n/a

**c. When does the contract expire?**

n/a



## St. Helens Council

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**d. If you outsource this function in whole or in part, please indicate who the current supplier/s are and when the contract is due to expire. (This does not include ad-hoc print requests)**

n/a

**e. Can you please tell me how many franking machines the Council has?**

2

**f. Can you please identify the financial spend on all these products broken down by (Mailing Systems, Mailing Software, Franking Systems) for the last 3 years (total per year not per device will suffice)?**

2015/16 - £131,287.19

2016/17 - £129,687.89

2017/18 so far - £85,307.39

**g. Can you please provide contact details for the person responsible for the above?**

Procurement

<https://www.sthelens.gov.uk/council/council-finance-performance/tenders-contracts/>

**3. Can you please confirm your line of business systems for the following business areas and confirm if the printing / mailing is done in house, outsourced or a mixture? Common line of business systems will include Civica, Agresso, Capita, Northgate and some will have their own in-house systems.**

**a. Council Tax**

Council Tax System - Capita

Workflow System - Northgate

Printing/FDM - In House

**b. NNDR**

System - Capita

Workflow System - Northgate

Printing/email - In House

**c. Housing Benefits**

See a

**d. Elections**

Software - Xpress software solutions

Printing - Electoral Reform Services

**e. Social Housing**

n/a

**f. Finance**

Accountancy	In-house (FIS)	In-house
Income	Ash Debtors System	Outsourced
Accounts Payable	In-house (e=procurement)	In-house

**4. Can you please confirm if you use any document composition / personalisation / transactional software which may include but is not limited to one or more of the following - Paris, Formscape, PlanetPress, XMPie, Gandlake**

No

**a. Can you please provide details of the core supplier of these products?**

n/a

**b. Can you please provide details of any external support or consultancy for these products and the name/s of the supplier?**

n/a

**c. Can you please identify the financial spend on these products for the last 3 years broken down by license costs, support costs and consultancy costs?**

n/a

**d. Can you please provide contact details for the person responsible for the above?**

n/a

**5. Can you please confirm if the authority uses an ESP (Email Service Provider) such as Mandrill, Mailgun, SparkPost etc for sending bulk email?**

No

**a. Can you please provide contact details for the person responsible for the above?**

n/a

**6. Can you please confirm if the authority uses MailChimp for sending bulk email?**

Yes, occasionally but not organisationally

**a. Can you please provide contact details for the person responsible for the above?**

No specific contact

**7. Can you please confirm who provide your IT Services and what (if any) elements are outsourced, who to and when the contract is due to end?**

Internal, no outsourcing

**a. Can you please provide contact details for the person responsible for the above?**

n/a

If you disagree with our decision or are otherwise unhappy with how we have dealt with your request, in the first instance please write to St Helens Council, Internal Audit, Town Hall, Victoria Square, St Helens, Merseyside WA10 1HP. Should you remain dissatisfied with the outcome, you have the right under Section 50 of the Freedom of Information Act to appeal against the decision by contacting the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, SK9 5AF.

Regards

St Helens Council