

2 June 2026

FOI Ref 22918

Request - You asked Staffordshire Police (SP) the following:

Please answer the following questions regarding your Print / Mail Room set up:

Print Room

1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing?
2. Is this run by your own staff or outsourced to a third-party provider?
3. If run internally, how many full-time equivalent (FTE) run this facility?
4. Number of devices & model type/s?
5. Name of incumbent supplier?
6. Contract start / end date and length of any option to extend?
7. If outsourced, please advise contract start / end date and length of any option to extend?
8. Was this contract awarded through a framework? If yes, which one used?
9. Annual spend (ex VAT) covering equipment and staff costs or total outlay if this service outsourced?

External Print

1. Do you outsource any print requirement to an external supplier/s (for example booklets, prospectuses, leaflets, manuals, posters, banners, forms, etc)?
2. Name of incumbent supplier/s?
3. If this arrangement provided under contract, please advise start / end date and length of any option to extend?
4. Was this contract awarded through a framework? If yes, which one used?
5. Alternatively, was this awarded through a DPS arrangement?
6. Annual spend (ex VAT) for this service over the past 12 months?

Mail Room (Inbound and/or Outbound)

1. Do you have your own in-house Mail Room operation?
2. If yes, how is the service run - physical or digital mail distribution?
3. Is this run by your own staff or outsourced to a third-party provider?
4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility?
5. If outsourced, please advise name of current provider, contract start / end date and length of any option to extend?
6. Was this contract awarded through a framework? If yes, which one used?
7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced?

Finally, who handles these arrangements on behalf of the Force?

Please acknowledge receipt of this request and I look forward to receiving your full response within the next 20 working days.

SP received your request on 26/05/2026 and have processed this under the Freedom of Information Act (FOIA).

SP's response to your enquiry is as follows:

SP holds some of the requested information.

Print Room

- 1. Do you have a print room equipped with one/more high-speed production device/s to handle large volume printing? – **Disclosed, no.**
- 2. Is this run by your own staff or outsourced to a third-party provider? – **No information held.**
- 3. If run internally, how many full-time equivalent (FTE) run this facility? – **No information held.**
- 4. Number of devices & model type/s? – **No information held.**
- 5. Name of incumbent supplier? – **No information held.**
- 6. Contract start / end date and length of any option to extend? – **No information held.**
- 7. If outsourced, please advise contract start / end date and length of any option to extend? – **No information held.**
- 8. Was this contract awarded through a framework? If yes, which one used? – **No information held.**
- 9. Annual spend (ex VAT) covering equipment and staff costs or total outlay if this service outsourced? – **Not applicable.**

Please note we do not have a print room.

External Print

- 1. Do you outsource any print requirement to an external supplier/s (for example booklets, prospectuses, leaflets, manuals, posters, banners, forms, etc)? – **Disclosed, yes.**
- 2. Name of incumbent supplier/s? – **Disclosed, PSL Print Management.**
- 3. If this arrangement provided under contract, please advise start / end date and length of any option to extend? – **Disclosed, Yes, start 1/3/2023 – 28/2/2025 + x2 12 Month extensions, ending 28/2/2027.**
- 4. Was this contract awarded through a framework? If yes, which one used? – **Disclosed, yes CCS RM6170.**
- 5. Alternatively, was this awarded through a DPS arrangement? – **Not applicable.**
- 6. Annual spend (ex VAT) for this service over the past 12 months? – **Disclosed, £43,900.**



Mail Room (Inbound and/or Outbound)

- 1. Do you have your own in-house Mail Room operation? – **Disclosed, yes.**
- 2. If yes, how is the service run - physical or digital mail distribution? – **Disclosed, Physical mail distribution.**
- 3. Is this run by your own staff or outsourced to a third-party provider? – **Disclosed, own staff.**
- 4. If run by your own staff, how many full-time equivalent (FTE) staff run this facility? – **Disclosed, 4.5 FTE plus 0.5 FTE management resource.**
- 5. If outsourced, please advise name of current provider, contract start / end date and length of any op-tion to extend? – **Not applicable.**
- 6. Was this contract awarded through a framework? If yes, which one used? – **Not applicable.**
- 7. Annual spend (ex VAT) covering running and staff costs or total outlay if this service outsourced? – **Not applicable.**

Finally, who handles these arrangements on behalf of the Force? - **Not Applicable.**

Please note that this data has been provided to the best of the ability of SP, subject to the limitation of current recording protocols and systems/software.

Every effort is made to ensure that the data presented is accurate and complete. However, it is important to note that this has been extracted from multiple sources, developed for specific policing purposes, for which data extraction methods have not been specifically designed to directly correlate with the terminology of this request. Therefore, the data presented is subject to the inaccuracies and idiosyncrasies inherent in any large-scale recording system.

Consequently, care should be taken in the interpretation and presentation of this data, to not misrepresent the whole or any part of the data disclosed.

Please be advised that all Freedom of Information request responses are published on the SP website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from SP, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.



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2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

IAT@staffordshire.police.uk

Or by Post to:

Information Access Team
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Information Access Team within two months of the SP response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by a supervisor who is independent from the original Decision Maker. The Information Access Team will set a target date for a response. The response will be made as soon as is practicable with the intention to complete the review within twenty working days. In more complex cases the review may take up to forty working days.

The independent supervisor will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, considering the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the independent supervisor will reply to the appellant with the result of the review. If the appellant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following link:

<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Information Access Team