



University of East Anglia

Information Compliance (ITCS)

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[REDACTED]

30 April 2018

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_18-081)**

We have now considered your request of 31 March 2018 for information relating to courier services.

Our response is on page 2 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Dave Palmer  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_18-081)

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

- 1. The total value of the courier service contracts that were outsourced?*

The total value of outsourced courier services for 2017/8 is £71,798.82.

The University has also awarded a separate freight contract for UEA International Office Overseas Exhibition freight and Regional Office freight (and Overseas Agent Mailing). The value of this contract is £35,616.57.

- 2. The name of your primary and any secondary Courier supplier*

*The value of your primary supplier contract, its expiry date and the services they provide (e.g. same day/next-day/overnight)*

*The value of your secondary supplier's contract, its expiry date and the and services they provide (e.g. same day/next-day/overnight)*

The University's primary courier supplier is DHL International (UK) Ltd. Expenditure for the requested period pursuant to our consortia contract is £70,755.12 and the contract is planned to be tendered by January 2019. Services under this contract are as follows:

- 24/48/72 hour services (courier and parcel)
- International and inbound services (courier and parcel)
- Dangerous goods services (courier and parcel)
- International airmail

The University's secondary courier supplier is East Anglian Sameday Ltd. Expenditure with this supplier is on an ad hoc basis and has totalled £1043.70 so far in 2017/18. Services under this contract are limited to same day services (courier and parcel).

- 3. The total cost of the courier services that were managed in-house?*

*The number of staff employed in managing those contracts*

*The number of vehicles owned or leased to meet the in-house courier requirement*

The University does not provide an 'in-house' courier service.

- 4. The name and email of the person responsible for the procurement/management of these services?*

The staff responsible for procuring and managing the courier services are:

Robert Dumolo, Head of procurement, [R.Dumolo@uea.ac.uk](mailto:R.Dumolo@uea.ac.uk)

Lisa Donaldson, Procurement Assistant, [L.Donaldson@uea.ac.uk](mailto:L.Donaldson@uea.ac.uk)