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 Date
 5 April 2018

By email to

Dear

Freedom of Information request

Thank you for your request for information under the Freedom of Information Act (FOIA), which was received by the Human Tissue Authority (HTA) on 27 March 2018. Your email outlined the following request:

1. To whom it may concern

I am writing to make an open government request for information under the Freedom of Information Act 2000.

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

- 1. The total value of the courier service contracts that were outsourced?
- 2. The name of your primary and any secondary Courier supplier
- 3. The value of your primary supplier contract, its expiry date and the services they provide (e.g. same day/next-day/overnight)
- 4. The value of your secondary supplier's contract, its expiry date and the and services they provide (e.g. same day/next-day/overnight)
- 5. The total cost of the courier services that were managed in-house?
- 6. The number of staff employed in managing those contracts
- 7. The number of vehicles owned or leased to meet the in-house courier requirement
- 8. The name and email of the person responsible for the procurement/management of these services?

If this request is unclear, I would be grateful if you could contact me as I understand that under the Act, you are required to advise and assist requester.

If any of this information is already in the public domain, please can you direct me to it, with page references and URLs if necessary?

If the release of any of this information is prohibited on the grounds of breach of confidence, I ask that you supply me with copies of the confidentiality agreement and remind you that information should not be treated as confidential if such an agreement has not been signed.

I understand that you are required to respond to my request within the 20 working days after you receive this letter. I would be grateful if you could confirm by email that you have received this request.

I look forward to hearing from you.

Response

The Human Tissue Authority is a small Arm's Length Body, which is currently a subtenant of the Department for Business, Energy and Industry Strategy (BEIS). As such, BEIS provides the HTA with facilities and services covered under a service charge. This charge includes the cost of any courier services. The HTA is not involved in the selection of the suppliers of these services.

BEIS procure these services through the Government Framework, which is managed by <u>Crown Commercial Services</u>. Information relating to whom in BEIS is responsible for the procurement of courier services can be directed to them via their website <u>here</u>.

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request or complaint, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF
 Telephone:
 08456 30 60 60 or 01625 54 57 45

 Website:
 www.ico.gov.uk

Yours sincerely

