

**Mr John Gilchrist**  
Freedom of Information Officer

23 April 2018

Ref: FOI/March 2018/ Tera Neil

By email to [teraneil81@gmail.com](mailto:teraneil81@gmail.com)

The Burroughs  
Hendon  
London  
NW4 4BT  
United Kingdom

Tel: +44 (0)20 8411 4061  
e-mail:  
[j.gilchrist@mdx.ac.uk](mailto:j.gilchrist@mdx.ac.uk)  
[www.mdx.ac.uk](http://www.mdx.ac.uk)

Dear Ms Neil

Your request for information received on 30 March 2018 has been dealt with under the provisions of the Freedom of Information Act 2000 (FOIA).

You asked:

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

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)

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

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

## **University Response**

There is no corporate contract for courier services and no in-house resource. Each School and Service within the University arranges their own courier services.

Our financial year 2017/18 has not ended yet so I cannot provide spend figures for that period, however the University spent in the region of £20,000 on Courier Services in the calendar year 2017.

There is a Southern Universities Purchasing Consortium (SUPC) framework contract for Courier Services with DHL which is available for the University to use and the main bulk of the spend is from that agreement.

I trust this satisfies your request sufficiently. Under the Freedom of Information Act 2000, you have the right to complain about the University's response to your request for information. If you have such a complaint, you may contact Mrs Teresa Kelly, Clerk to the Board of Governors, Middlesex University, Hendon campus, London NW4 4BT, tel: 020 8411 6018, [t.kelly@mdx.ac.uk](mailto:t.kelly@mdx.ac.uk) within 40 days of the date of this letter for a review of the University's decision. If you remain unsatisfied with the outcome of that complaint, you may seek further recourse by lodging an appeal with the Information Commissioner.

Yours sincerely

**John Gilchrist**  
Freedom of Information Officer