# Request 6921 – Procurement, postal suppliers

(SCDC) Postal Suppliers

1. Which postal supplier do you use to pick up your physical post?
Royal Mail
Whistl
UK Mail
Other

2. Do you use a franking machine or PPI envelopes in your post room? if yes
Who is the manufacturer of your franking machine

3. Do you use a hybrid mail solution for some or all of your outbound post? if yes
What procurement framework was used?
When was the contract awarded?
How long is the contract?
What percentage of your total outbound post is currently submitted via hybrid mail supplier?

4. Who is responsible for digital transformation in your organisation?

## Response

1. Which postal supplier do you use to pick up your physical post?
Royal Mail

We also us DX (they deliver and collect daily) for our Legal services. We pay an annual subscription of approx.. £3,500 for this service.

2. Do you use a franking machine or PPI envelopes in your post room? if yes
Who is the manufacturer of your franking machine

We have a franking machine at South Cambs Hall and also at Waterbeach Depot. We have a rental agreement with Pitney Bowes.

For our large packet post (PPI) we have first- and second-class stamps (inked stamps to print onto envelopes denoting denomination) and this goes through Royal Mail and we are charged on usage monthly.

3. Do you use a hybrid mail solution for some or all of your outbound post? if yes -

Annual billing for Council Tax and Benefits use a company called FDM for their mailout solution.

All contractor details can be found on our website here:
<https://www.scambs.gov.uk/your-council-and-democracy/access-to-information/contracts/>

We are asking residents to sign up for e-billing on our customer portal/website. Otherwise, it is dealt with in house, in the print room who prints 1st reminders, 2nd reminders, finals and summons on a monthly basis.

4. Who is responsible for digital transformation in your organisation?

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