

Human Tissue Authority
151 Buckingham Palace Road
London
SW1W 9SZ

██████████
By email to ██████████

Tel 020 7269 1900
Web www.hta.gov.uk
Web www.hta.gov.uk
Email enquiries@hta.gov.uk
Date 5 April 2018

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 3 April 2018. Your email outlined the following request:

To whom it may concern

I am writing to make an open government request for information t 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

Please be advised that the information that you have requested is now available on our website via the following hyperlink. <https://www.hta.gov.uk/about-us/freedom-information-and-data-protection/freedom-information-responses>

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

[Redacted signature block]