Dear [Name],

Freedom of Information request: Primary and secondary couriers - ref UKRI – 2018/0001

Thank you for your Freedom of Information request submitted on the 3rd April 2018 in which you requested the following:

Your Request:

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?

Our response:

From 1st April 2018 the seven UK Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC and STFC) Innovate UK and Research England became part of UK Research and Innovation, a non-departmental public body funded by a grant-in-aid from the UK Government. For more information please visit www.ukri.org

I can confirm that UKRI does hold information relevant to your request. Our response is detailed below:

1. With the exemption of STFC UKRI have no contracts in place and courier services have been provided by suppliers on an ad hoc basis. STFC contracts are managed by UK Shared Business Services (UKSBS).

   UKRI Head Office, has outsourced £42,273.15 on courier services, and institutes of UKRI have outsourced over £246k in courier services in 2017/18.

2. We have different suppliers for different types of services. The primary one’s are;

   City Sprint – Same day
   TNT – Domestic – Next day
   DHL – International

   There are no secondary suppliers.

   There are no contracts in place as services are provided on an ad hoc basis

3. There are no courier services managed in house for UKRI. No staff are employed in courier contract management across UKRI with the exception of STFC who employ 5 logistics staff and 3 drivers whose duties include, but are not limited to courier services.

   STFC have 6 Vehicles to complete in-house courier services – This is for local area delivery and High-Value deliveries to Europe.

4. UKRI procurement is managed by UKSBS, email: procurement@uksbs.co.uk please see the link for further information [https://www.uksbs.co.uk/about/Pages/Governance.aspx](https://www.uksbs.co.uk/about/Pages/Governance.aspx)

I hope this answers your questions.

If you have any queries about this response please contact me, or if you are unhappy with the service you have received in relation to your request and wish to request a review of our decision, please write to:

**Complaints Officer**
UK Research and Innovation
Polaris House
North Star Avenue
Swindon
SN2 1FL
Email: foi@ukri.org

Please quote the reference number above in any future communications.
If you are still not content with the outcome of the review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at:

Information Commissioner
Wycliffe House,
Water Lane
Wilmslow
Cheshire
SK9 5AF

Enquiry/Information Line: Between 9am and 5pm Monday to Friday 0303 123 1113 or 01625 545745

Further information about the Office of the Information Commissioner can be found at http://www.ico.gov.uk/

Yours sincerely,

UK Research and Innovation, Information Governance Team
Email: foi@ukri.org
Dear [Name]

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