



EMAIL ONLY

24 August 2022

Dear [REDACTED]

Freedom of Information Ref: FOI 197

Thank you for your Freedom of Information request received on 1 August 2022.
You requested the following:

I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)

1. *What services are included in the contract(s)? (e.g. printing vs scanning etc)*
2. *Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)*
3. *How many contracts does this entail and what's the award value for each?*
4. *When do these contracts expire and do they have any extensions?*
5. *What is the annual volumetric data (split by Annual Mono and Annual Colour print)?*
6. *What is the total number of devices supplied?*
7. *What Managed Print Service software solution do you use?*
8. *How many Mono MFDs and Colour MFDs do you have?*
9. *What document management solution do you use?*
10. *What High Volume printing devices do you use?*
11. *Were any framework agreements used to procure the goods/services? If so, which ones?*
12. *Any documentation you can provide me with, e.g. the order form*
13. *What department is managing the contract and who's the decision-maker?*
14. *How many Adobe Acrobat (standard, professional and reader) licenses do you have?*
15. *What is the annual cost?*
16. *When is the renewal date?*
17. *Who is responsible for the contract?*
18. *Do you use any other PDF editing tools?*

We have broken down the information as request and is as follows.

1. *What services are included in the contract(s)? (e.g. printing vs scanning etc)* **Both printing and scanning**
2. *Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)* **Our Managed Service Provider supplies this**
3. *How many contracts does this entail and what's the award value for each?* **One contract costing £5k per year.**
4. *When do these contracts expire and do they have any extensions?* **2023 and no current extensions**
5. *What is the annual volumetric data (split by Annual Mono and Annual Colour print)?* **We do not record this and has dropped since COVID working restrictions**
6. *What is the total number of devices supplied?* **5**
7. *What Managed Print Service software solution do you use?* **Pharos**
8. *How many Mono MFDs and Colour MFDs do you have?* **All colour**
9. *What document management solution do you use?* **Sharepoint**

Money and Pensions Service

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10. *What High Volume printing devices do you use?* **None**
11. *Were any framework agreements used to procure the goods/services? If so, which ones?* **None**
12. *Any documentation you can provide me with, e.g. the order form* **Not applicable**
13. *What department is managing the contract and who's the decision-maker?* **Digital Marketing and IT manage this with support from our Commercial Team**
14. *How many Adobe Acrobat (standard, professional and reader) licenses do you have?* **25-30 professional, Standard is as needed**
15. *What is the annual cost?* **Around £5000 per year**
16. *When is the renewal date?* **No renewal date**
17. *Who is responsible for the contract?* **DMI**
18. *Do you use any other PDF editing tools?* **NO**

I hope this information is helpful. If you have any queries about our response to your request do not hesitate to contact us. Please remember to quote the reference number above in any future communication.

Your right to complain under the Freedom of Information Act

If you are not happy with this response you can ask for an internal review by e-mailing foi@maps.org.uk or by writing to Money and Pensions Service, 120 Holborn, London, EC1N 2TD. Any review request should be sent within two months of the date of this letter.

If you are not content with the outcome of an internal review, you may apply directly to the Information Commissioner's Office (ICO) for a decision. Generally, the ICO cannot make a decision unless you have exhausted our own complaints procedure.

The ICO can be contacted at: Wycliffe House, Water Lane, Wilmslow Cheshire SK9 5AF
<https://ico.org.uk/global/contact-us/> or Telephone 0303 123 1113 or 01625 545745

Yours sincerely

The Money and Pensions Service