

240502 (128) FOI Multi Functional Devices

From: [Freedom of Information](#)
To: [REDACTED]
Cc: [Freedom of Information](#)
Subject: FOI Request - Multi Functional Devices
Date: 02 May 2024 15:29:12
Attachments: [REDACTED]

Dear [REDACTED],

Thank you for your freedom of information request of 22 April 2024. We are responding to you under the Freedom of Information (Scotland) Act 2002.

FOI REQUEST (22 April 2024)

1. What services are included in the contract(s)? (e.g. printing, scanning, copying)
2. Which supplier is delivering them? (If in-house, please confirm, if multiple providers please identify them)
3. If the supplier is not the manufacturer, which manufacturer are the devices?
4. How many contracts does this entail and what is the award value for each?
5. When do these contracts expire and do they have any extensions?
6. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?
7. What is the total number of devices supplied (split by Desktop Printer and Multi-Functional Device)?
8. What Print Management Software solution do you use?
9. How many Mono MFDs and Colour MFDs do you have?
10. How many mono printers and colour printers do you have?
11. What document management solution do you use?
12. What High Volume printing devices do you use?
13. Were any framework agreements used to procure the goods/services? If so, which ones?
14. Any documentation you can provide me with, e.g. the order form
15. What department is managing the contract and who is the decision-maker?
16. How many Adobe Acrobat (standard, professional and reader) licenses do you have?
17. What is the annual cost?
18. When is the renewal date?
19. Who is responsible for the contract?
20. Do you use any other PDF editing tools?
21. Do you have a Hybrid Mail contract and if so, who is the supplier?
22. When is the contract end date for your Hybrid Mail contract?
23. Who at the Trust is responsible for the HM contract?

FOI RESPONSE

1. The scope of the services is provision of MFDs with copy/scan/fax capabilities
2. Agilico print (previously Capital)
3. n/a
4. One contract with award value over the 5 year period of approx. £1,326,990.27 ex VAT however is not guaranteed this level of spend will be realised. The contract was put

through a variation in 2023 which moved the date out for 2 years. South of Scotland Enterprise are only one beneficiary of this contract which also covers Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise and South of Scotland Enterprise.

5. 15/12/2025. No further extensions
6. 2023/24 – Mono 13311 Colour 7953
7. Two
8. Safecom
9. Two
10. Two
11. Safecom
12. No
13. Scottish Procurement ICT Products Office Equipment Framework Agreement (Ref SP-016-013).
14. We cannot provide the order form as this is commercially confidential.
15. EIS Supplier management
16. 18 licences
17. Annual Cost £2,579.76
18. 23/6/24
19. Computacentre
20. No
21. No
22. n/a
23. n/a

You have the right to request a review of the way in which this request has been processed. Should you wish to exercise this right, you will need to contact us within 40 working days of receipt of this email.

If you remain dissatisfied on completion of the review, you have the right to appeal to the Office of the Scottish Information Commissioner and thereafter to the Court of Session on a point of law only:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
Fife
KY16 9DS
Telephone: 01334 464610
<http://www.itspublicknowledge.info>
or for online appeals:
www.itspublicknowledge.info/Appeal

Regards,
SOSE Corporate Relations
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