

FOI number: **HBC\_FOI\_20210128**

Date FOI Received: **02/03/2021**

Department: **Design and Print**

Title: **Managed Print Services**

Description: **Information regarding your organisations' printers/printing devices/associated contracts.**

**Request/ Response (as Redacted):**

Dear Hertsmere Borough Council,

Please find a request for information regarding your organisations' printers/printing devices/associated contracts.

I would be grateful if you could reply to the questions below.

Q1. Companies awarded?

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

Q2. Length of contract/s and end dates?

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

Q3. Number of devices?

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

Q4. Annual print/copy volume

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

Q5. Annual spend?

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

Q6. Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which one.

Q7. Do you have any print management software? If so, which software?

Q8. Do they supply you with any scanning software (additional to the software native to the device)?

Q9. What Document Management solution/s do you currently use within your organization?

Q10. Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's

**Response: (Response as Redacted sent by service)**

I am writing to you under the Freedom of Information Act, to request the following information from your organisation. If this information is held and managed by multiple departments, please give information for the highest spending department

1. Companies awarded? (Pls supply the information for 2020/2021) a. Photocopiers/MFDs b. Printers c. Print room / reprographics (this is in-house so no company awarded a contract) - Canon
2. Length of contract/s and end dates?
  - a. Photocopiers/MFDs - No contract end date, all devices were bought outright
  - b. Printers – No contracts
  - c. Print room / reprographics - No contract end date, all devices were bought outright
3. Number of devices?
  - a. Photocopiers/MFDs – 27 (one new printer for this year)
  - b. Printers – 9 (no new printers)
  - c. Print room / reprographics – 2 (one new printer for this year)
4. Annual print/copy volume
  - a. Photocopiers/MFDs - 863476
  - b. Printers - 1400
  - c. Print room / reprographics - 482384
5. Annual spend?
  - a. Photocopiers/MFDs - £8,820
  - b. Printers – Various (no figures available)
  - c. Print room / reprographics - £3,841
6. Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which one.
  - a. Procurement method – Tendered through government website (print room)
  - b. If Framework, please state which one – CCS RM3781 framework agreement (print room)
7. Do you have any print management software? If so, which software? - No
8. Do they supply you with any scanning software (additional to the software native to the device)? - No
9. What Document Management solution/s do you currently use within your organization? – The Authority does not have a corporate document management system, document management solutions are embedded in several of our business systems such as Idox Uniform and Civica OpenRevenues. None for print management.

10. Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's – Mark Roberts

If you have any queries about the processing of your request then please do not hesitate to contact me. Further information explaining the Council's process for responding to information requests together with a complaints/appeals procedure is available in our reception or via our website at:

<http://www.hertsmere.gov.uk/councildemocracy/accesstoinformation/>

The Information Commissioner oversees the application of the Freedom of Information Act. You may contact the Information Commissioner at:

Information Commissioners Office

Wycliffe House, Water Lane

Wilmslow

Cheshire SK9 5AF

Telephone: 01625 545700

Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

Please include the above reference number on all correspondence related to this request.

Thank you for your request.

Kind regards

Information Services