DATE:	02 AUGUST 2017	FOI REQUEST NO:	93_1718

FOI REQUEST

Please could you provide the following information with regards to your current printing expenditure :

1. Current printing and photocopier contract details?

   a. Photocopiers/MFD?s – *Our HP MFDs are purchased devices, with consumables supplied via the NPS framework. Our Canon MFDs are on a pay-per-click contract direct from Canon. Their contract term has now expired.*
   b. Printers – *as per HP above (the majority of printers are MFD)*
   c. Print room / reprographics –*procured per-job via the NPS framework*

2. Companies awarded?

   a. Photocopiers/MFDs **–** *as above*
   b. Printers **–** *as above*
   c. Print room / reprographics –*as above*

3. Length of contract/s and end dates?

   a. Photocopiers/MFDs **–** *Canon contract has already ended, there is no HP contract at present*
   b. Printers **–** *as above*
   c. Print room / reprographics **–** *NPS agreement is Jan 2016 – Jan 2020*

4. Number of devices?

   a. Photocopiers/MFDs **–** *3 Canon devices, 95 HP Devices*
   b. Printers **–** *as above*
   c. Print room / reprographics **–** *no dedicated print room apart from Canon Devices*

5. Annual print/copy volume

   a. Photocopiers/MFDs - *Estimated at 850000 pages per annum*
   b. Printers **–** *see above*
   c. Print room / reprographics **–** *approx. 17000 copies per annum*

6. Annual spend?

    a. Photocopiers/MFDs - *figures not available at the moment, current devices have been in place less than a year*
    b. Printers – *see above*
    c. Print room / reprographics – *approx. £23000 per annum*

7. Details on how these were procured. i.e. By Framework

    a. Procurement method – *HP Printers were procured by mini competition from Capital Expenditure*
    b. If Framework, please state which one - *NPS*

8. Do you have any print management software? If so, which software? – *HP WebJetAdmin*

9. Do they supply you with any scanning software (additional to the software native to the device)? *- Autostore*

10. What Document Management solution/s do you currently use within your organization? *– Autostore / Sharepoint*

11. What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)? – *Adobe Acrobat 20 Licences*

12. Who is the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please? – *The MFD Devices are managed by the ICT Infrastructure Manager, and can be contacted via helpdeskit@southwales-fire.gov.uk. The Canon contract is managed by the Procurement Officer.*