

Subject: Request for information regarding NRS printers/printing devices/associated contracts.

FOI reference: FOI/202000021996

Date received: 20 March 2020

Date responded: 9 April 2020

Information requested:

Information regarding NRS printers/printing devices/associated contracts. In particular:

“Q1. Companies awarded?

- a. Photocopiers/MFDs
- b. Printers

Q2. Length of contract/s and end dates?

- a. Photocopiers/MFDs
- b. Printers

Q3. Number of devices?

- a. Photocopiers/MFDs
- b. Printers

Q4. Annual print/copy volume

- a. Photocopiers/MFDs
- b. Printers

Q5. Annual spend?

- a. Photocopiers/MFDs
- b. Printers

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 and the contract(s)? What is their job title, and their contact telephone & email details?"

NRS Response:

Our responses to the questions are:

Q1. Companies awarded?

- a. Photocopiers/MFDs (Multi-Function Devices): Capital Solutions.
- b. Printers: We have not awarded any current contracts for printers.

Q2. Length of contract/s and end dates?

- a. Photocopiers/MFDs: 3 years to 30 June 2022.
- b. Printers: We have no current contracts for printers.

Q3. Number of devices?

- a. Photocopiers/MFDs: 33.
- b. Printers: 13. These are legacy printers which will soon be decommissioned and will not be replaced.

Q4. Annual print/copy volume

- a. Photocopiers/MFDs: We do not currently track or record this information.
- b. Printers: We do not currently track or record this information.

Q5. Annual spend?

- a. Photocopiers/MFDs: £58,152.85 excluding VAT, approximate on average.
- b. Printers: We do not purchase consumables for printers from a central budget and therefore cannot easily identify or estimate our annual spend. Consumables are ordered by business areas as part of stationery orders. In order to identify relevant spend we would need to work our way through all of the stationery orders and invoices for the previous year. We expect that the work involved in identifying this information would be likely to exceed the upper cost limit. Under section 12 of FOISA public authorities are not required to comply with a request for information if the authority estimates that the cost of complying would exceed the upper cost limit, which is currently set at £600 by Regulations made under section 12. As our printers will shortly be decommissioned there will be minimal spend going forwards.

Q6. Details on how these were procured. i.e. By Framework

- a. Procurement method: Lease of devices by direct award. Copy maintenance by mini-competition. Both contracts awarded under the Scottish Government framework.

b. If Framework, please state which one: Scottish Government National Procurement Framework Agreement for Office Equipment SP-16-013.

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

Q8. Do they supply you with any scanning software (additional to the software native to the device)?
No.

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

Q10. Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's and the contract(s)? What is their job title, and their contact telephone & email details?
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