FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (“FOISA”) – REQUEST FOR INFORMATION

Thank you for your information request submitted to us on 31st July 2017 (“**the Request**”) addressed to Sea Fish Industry Authority (“**the Authority**”).

You have requested the following information, and we have noted our replies to your question below:-

The Request

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

1. Current printing and photocopier contract details?
	1. Photocopiers/MFD?s
	2. Printers
	3. Print room / reprographics
2. Companies awarded?
	1. Photocopiers/MFDs
	2. Printers
	3. Print room / reprographics
3. Length of contract/s and end dates?
	1. Photocopiers/MFDs
	2. Printers
	3. Print room / reprographics
4. Number of devices?
	1. Photocopiers/MFDs
	2. Printers
	3. Print room / reprographics
5. Annual print/copy volume
	1. Photocopiers/MFDs
	2. Printers
	3. Print room / reprographics
6. Annual spend?
	1. Photocopiers/MFDs
	2. Printers
	3. Print room / reprographics
7. Details on how these were procured. i.e. By Framework
	1. Procurement method
	2. If Framework, please state which one
8. Do you have any print management software? If so, which software?
9. Do they supply you with any scanning software (additional to the software native to the device)?
10. What Document Management solution/s do you currently use within your organization?
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)?
12. What is the name of the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please?
13. How do you procure your print consumables/supplies?
14. What is the annual spend on print consumables?
15. Do you use a framework to procure consumables?

Response

1. Printer contract details
	1. Workflo solutions and IT Spectrum
	2. Drawing Group
	3. N/A

2. Companies awarded

* 1. Workflo solutions and IT Spectrum
	2. Drawing Group
	3. N/A

3. Length of contracts and end dates

* 1. Rolling contracts
	2. Rolling contracts
	3. N/A

4. Number of devices

* 1. 4
	2. 14
	3. N/A

5. Annual Print/Copy volume

* 1. Print = 69725 | Copy = 9162
	2. 41261
	3. N/A

6. Annual Spend

* 1. £3155
	2. £1000
	3. N/A

7. Details on how these were procured

* 1. Procurement method

8. Do you have any print management software?

No

9. Do they supply you with any scanning software?

No

10. What Document management solution do you currently use?

 N/A

11. What PDF software do you pay for and how many licenses do you pay for?
 Adobe acrobat DC (2 licenses) and Adobe acrobat 10 (15 licenses)

12. What is the name of the person within your organisation responsible for the MFD’s and
 contact, what is their title and their email address?
 John Watson, Information Systems Administrator, John.Watson@seafish.co.uk

13. How do you procure your print consumables/supplies?

 Lyreco and Banner

14. What is your annual spend on print consumables?

 £2000

15. Do you use the framework to procure consumables?

No

If you are not satisfied with the way we have handled your request, you have the right to request a review. A request for a review must be made within 40 working days of receipt of our response to your request.

Please write to: Marcus Coleman to request a review. If our review fails to resolve the matter to your complete satisfaction, you have the right to apply to the Scottish Information Commissioner to appeal our decision.

23/08/2017