

1. Please state who is your supplier for:
 - a) MFDs/ MPS – Canon, for staff/student fleet.
 - b) Print room/ reprographics- Konica Minolta.

2. Please can you confirm the start and expiry dates for your contracts for:
 - a) MFDs/ MPS - various start dates, but all set to end co-terminus date 31/01/21.
 - b) Print room/ reprographics - all set to end December 2019.

3. Please can you confirm the number of devices you have for:
 - a) MFDs/ MPS- 138 staff/student.
 - b) Print room/ reprographics- 5.

4. Please can you confirm the print volumes per annum in B/W and colour for:
 - a) MFDs/ MPS – Black and White- 5,918,021 Colour – 1,215,793.
 - b) Print room/ reprographics – Black and White – 978 277, Colour – 851,592.

5. Please can you confirm the annual cost for:
 - a) MFDs/ MPS – £241,874 inc VAT.
 - b) Print room/ reprographics – £45,553 inc VAT.

6. Please can you confirm if the machines are leased/ rented/ purchased for:
 - a) MFDs/ MPS – leased.
 - b) Print room/ reprographics – leased.

7. Please can you confirm if the contracts are managed internally or through a managed print provider:
 - a) MFDs/ MPS – internally.
 - b) Print room/ reprographics – internally.

8. Please can you confirm which departments manage the contracts for:
 - a) MFDs/ MPS – Procurement.
 - b) Print room/ reprographics – The Gatehouse- University Print and Graphics department.

9. Please can you confirm the person and their role who is in charge of the procurement for printing and any managed print contracts?
– Rod Strachan (Procurement Manager) / Martin Parker (Print Studio Manager).

10. Which procurement route or framework was used to procure this service?
– Scottish Government Office Equipment framework SP-16-013.