

Our Ref: foi 2017/151

D. A. Rouse
request-425504-041d5bbd@whatdotheyknow.com

Thursday, 31 August 2017

Dear D. A. Rouse,

Freedom of Information Act 2000 – Request for Information

Regarding your request for information received by the University of Westminster on 15th August 2017.

The Request and Response

The University can confirm that it holds information relating to your request. Please see below for details of your recent request and the University's response.

Please could you provide the following information with regards to your current printing expenditure? Please note that the questions 1 and 3 are based on the assumption that you hold one or more "Managed Print Services" contract(s). If you do not hold MPS contracts, please answer "no contract in place".

1. Current contract details?

- a. Photocopiers/MFD?s** – Managed Print Contract covering device supply, hardware maintenance, toner recycling and reconfiguring devices.
- b. Printers** – No contract in place
- c. Print room / reprographics** – No contract in place, In-House Service

Information Compliance Team

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2. Companies awarded?

- a. **Photocopiers/MFDs** - Annodata
- b. **Printers** – N/A
- c. **Print room / reprographics** – N/A In-House

3. Length of contract/s and end dates?

- a. **Photocopiers/MFDs** – 4+1 year contract ending February 2018
- b. **Printers** – N/A
- c. **Print room / reprographics** – N/A

4. Number of devices?

- a. **Photocopiers/MFDs** - 237
- b. **Printers** - The University does not hold this information. Some individual devices are in use but these are being replaced by MFDs when they fail.
- c. **Print room / reprographics** - 3

5. Annual print/copy volume

- a. **Photocopiers/MFDs** – Approx 6,617,700
- b. **Printers** - The University does not hold this information
- c. **Print room / reprographics** - Approx. 2,900,000 (included in figure for part a)

6. Annual spend?

- a. **Photocopiers/MFDs** - Approximately £850,000 including consumables
- b. **Printers** – Information not held
- c. **Print room / reprographics** - (included in part a, excluding consumables)

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

MFD Contract procured through tender and NEPA via LUPC framework

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

Yes, Papercut

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

No

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

Alfresco

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 Suite – Site licensed.

12. Who is the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please?

David Marriott,
Head of IT Operations,
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We hope this information may be of use to you.

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If you are dissatisfied with this response you may ask the University to conduct a review of its decision.

By Post: Information Compliance Team
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By Telephone: 0207 911 5158
By Email: foi@westminster.ac.uk

Please do so in writing (including by fax, letter or email) or in some other recorded form (e.g. audio or video tape), describe the original request, explain your grounds for dissatisfaction, and include an address for correspondence.

If after contacting the University of Westminster you are not happy with the outcome, you also have a right of appeal to the Information Commissioner.

Please note that the Information Commissioner will not investigate the case until the internal review process has been completed.

By Post: Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

By Telephone: 01625 545 700
Web: www.ico.org.uk

Yours sincerely,

Information Compliance Team
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