



**WEST YORKSHIRE
POLICE**

Information Management

Freedom Of Information

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Wakefield
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Website: www.westyorkshire.police.uk

Our ref: 591/20
Date: 19/02/2020

Dear R. Ellis,

Thank you for your request for information, received by West Yorkshire Police on 27/01/20.

You requested the following information:

1. Current printing and photocopier contract details?
 - a. Photocopiers/MFD?s
 - b. Printers
 - c. Print room / reprographics
2. Companies awarded?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
3. Length of contract/s and end dates?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics

Konica Minolta awarded contract for all of the above areas, this is a 5-year contract due to end in April 2024.

4. Number of devices?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics

There are 412 devices in force at the time of this request.

5. Annual print/copy volume
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
6. Annual spend?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics

There are currently no annual figures held for this contract as it has not yet been in place a full year.

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

Procurement process completed via tender.

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

West Yorkshire Police have Y-Soft print management software.

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

There is no additional scanning software.

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

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 DC Pro.

We pay a pro-rata amount based on our head count. 2019/2020 annual costs were £13,404.30.

COMPLAINT RIGHTS

If you are not satisfied with how this request has been handled or with the information provided, please read the advice notice attached to this letter. If you do wish to take up your right of complaint, please remember to quote the reference number above, in any future correspondence.

Yours sincerely,

Emily Dawson
Disclosure Officer.

COMPLAINT RIGHTS

1. Are you unhappy with how your request has been handled or you think the decision is incorrect?

You have the right to request that West Yorkshire Police review their decision. Prior to lodging a formal complaint, we encouraged that you discuss the decision with the case officer that has dealt with your request.

2. Ask to have the decision looked at again

The quickest and easiest way to have the decision looked at again, is to telephone the case officer that is nominated at the end of your decision letter. That person will be able to discuss the decision, explain any issues and assist with any problems.

3. Complaint

If you are dissatisfied with the handling procedures or the decision of West Yorkshire Police, made under the Freedom of Information Act 2000 regarding access to information, you can lodge a written complaint to have the decision internally reviewed.

A West Yorkshire Police internal review of your decision, will be carried out by a senior member of staff who is fully trained in interpreting Freedom of Information legislation. The review will be independent conducted, regardless to the original decision made.

Complaints will only be treated as valid, if they are received by West Yorkshire Police within a 60 day timeframe from the date of the decision letter. They must include the original FOI Reference Number and can only be submitted in writing, by using the following contact details:

foi@westyorkshire.pnn.police.uk

Or

West Yorkshire Police
FOI Internal Reviews
PO Box 9
Laburnum Road
Wakefield
WF1 3QP

In all possible circumstances, West Yorkshire Police will aim to complete and respond to your internal review within 20 working days. However this date may be extended in exceptional circumstances, by another 20 working days.

4. The Information Commissioner

If you are still dissatisfied with the internal review decision, made by West Yorkshire Police. You can then make an application to the Information Commissioner, for a decision on whether the request for information has been dealt with in accordance with the requirements of the Act.

For information on how to make application to the Information Commissioner please visit their website at www.ico.gov.uk

Alternatively, you can phone their helpline or write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
FOI Help Line: 0303 1231113