

Andrew Perry
request-654011-a35eed42@whatdotheyknow.com

Our Ref: 202000020089

26 March 2020

Dear Andrew Perry

REQUEST UNDER THE FREEDOM OF INFORMATION (SCOTLAND) ACT 2002 (FOISA)

Thank you for your request dated 11 March 2020 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

You asked for information regarding the organisations' printers/printing devices/associated contracts.

Response to your request

I would be grateful if you could reply to the questions below.

Q1. Companies awarded?

- a. Photocopiers/MFDs – **Ricoh UK**
- b. Printers – **nil**
- c. Print room / reprographics – **nil**

The Optima
58 Robertson Street
Glasgow
G2 8DU

T: 01312444330
E: enquiries@educationscotland.gov.scot

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Q2. Length of contract/s and end dates?

- a. Photocopiers/MFDs – **Contract length 5 years. Contract end date 8th January 2022**
- b. Printers – **nil**
- c. Print room / reprographics – **nil**

Q3. Number of devices?

- a. Photocopiers/MFDs – **7**
- b. Printers – **nil**
- c. Print room / reprographics – **nil**

Q4. Annual print/copy volume

- a. Photocopiers/MFDs – **1,506,904 (average)**
- b. Printers – **nil**
- c. Print room / reprographics – **nil**

Q5. Annual spend?

- a. Photocopiers/MFDs – **£29,272.71 (ex VAT)**
- b. Printers – **nil**
- c. Print room / reprographics – **nil**

Q6. Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which one. **Procured via Scottish Government Office equipment framework.**

Q7. Do you have any print management software? If so, which software? – **nil**

Q8. Do they supply you with any scanning software (additional to the software native to the device)? – **nil**

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

Objective – procured by the Scottish Government. As an agency of the Scottish Government, Education Scotland access and stores documents on the Scottish Government system.

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?

Procurement – Procurement, Grants & Travel Manager

by email: edsprocurement@educationscotland.gov.scot

IT – Head of Corporate Digital Services

by email: edscds@educationscotland.gov.scot

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Your right to request a review

If you are unhappy with this response to your Freedom of Information request, you may ask us to carry out an internal review of the response by writing to our Chief Inspector of Education and Chief Executive, Gayle Gorman at Denholm House, Almondvale Business Park, Almondvale Way, Livingston, EH54 6GA or by email complaints@educationscotland.gov.scot

Your review request should explain why you are dissatisfied with this response, and should be made within 40 working days from the date when you received this letter. We will complete the review and tell you the result, within 20 working days from the date when we receive your review request.

If you are not satisfied with the result of the review, you then have the right to appeal to the Scottish Information Commissioner. More detailed information on your rights is available on the Commissioner's website at:
<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner>

Yours sincerely

A Boland

Corporate Business Manager

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