

Cheltenham Borough Council

Annex A – Freedom of Information: Reference FOI 7959

Your FOI Questions regarding **Managed Print Services** are completed below:

No	FOI Request / Information	FOI Response
1	Companies awarded? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	The Authority uses multi-functional devices for its needs. Ricoh
2	Length of contract/s and end dates? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	3 year contract term, 1 st Feb 2020 to 31 st January 2023
3	Number of devices? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	27
4	Annual print/copy volume a. Photocopiers/MFDs b. Printers c. Print room / reprographics	Approx 150,000
5	Annual spend? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	£17,750
6	Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which one.	Direct award using Crown Commercial Services RM3781 Lot 2
7	Do you have any print management software? If so, which software?	Equitrac
8	Do they supply you with any scanning software (additional to the software native to the device)?	No
9	What Document Management solution/s do you currently use within your organization?	The Authority does not have an Electronic Document and Record Management System (EDRMS) solution. A hybrid Google Cloud Suite is used, which includes Google Docs, Google Sheets and Google Slides.
10	Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's	<p>ICT Costing Manager enquiries@cheltenham.gov.uk Main Switchboard: 01242 262626</p> <p>We are unable to provide the full contact details of the above person because release of this information would identify a member of staff and as such this information is exempt from release under Section 40 (2) (Personal Data) of the FOI Act.</p> <p>However, we have applied the general principle that members of the Senior Management Team, whose names and / or job titles are already in the public domain, are not considered exempt under Section 40 (2).</p>

		Would you therefore please direct correspondence to the main contact details above, for the attention of the Role, and it will be forwarded directly.
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