

Civil Service Commission
Room G8, 1 Horse Guards Road
London SW1A 2HQ

Telephone Tel: 0207 271 0831

E-mail : info@csc.gov.uk



By email only: request-882289-e159bdec@whatdotheyknow.com

8th August 2022

Dear Ms Andrea

Thank you for your e-mail to the Civil Service Commission, who are under the same Secretariat as the Advisory Committee on Business Appointments and the Commissioner for Public Appointments on whose behalf I am also writing on, dated 26/07/2022 and received by us on 26/07/2022 requesting the following information:

I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)

1. *What services are included in the contract(s)? (e.g. printing vs scanning etc)*
2. *Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)*
3. *How many contracts does this entail and what's the award value for each?*
4. *When do these contracts expire and do they have any extensions?*
5. *What is the annual volumetric data (split by Annual Mono and Annual Colour print)?*
6. *What is the total number of devices supplied?*
7. *What Managed Print Service software solution do you use?*
8. *How many Mono MFDs and Colour MFDs do you have?*
9. *What document management solution do you use?*
10. *What High Volume printing devices do you use?*
11. *Were any framework agreements used to procure the goods/services? If so, which ones?*
12. *Any documentation you can provide me with, e.g. the order form*
13. *What department is managing the contract and who's the decision-maker?*
14. *How many Adobe Acrobat (standard, professional and reader) licenses do you have?*
15. *What is the annual cost?*
16. *When is the renewal date?*
17. *Who is responsible for the contract?*
18. *Do you use any other PDF editing tools?*

I am dealing with this request under the terms of the Freedom of Information Act 2000.

Currently, all our Multi-functional devices, printing/scanning contracts and IT equipment are dealt with and provided by the Cabinet Office. You may therefore wish to send your request to the Cabinet Office directly as we do not have this information. I have attached their email address: foi_team@cabinetoffice.gov.uk

If you are unhappy with the service you have received in relation to your request or wish to request an internal review, you should write to:

Kavalneer Walia
Chief Executive
Civil Service Commission
Room G/08
1 Horse Guards Road
London
SW1A 2HQ

e-mail: chief.executive@csc.gov.uk

You should note that the Civil Service Commission will not normally accept an application for internal review if it is received more than two months after the date that the reply was issued.

If you are not content with the outcome of your internal review, you may apply directly to the Information Commissioner for a decision. Generally, the Commissioner cannot make a decision unless you have exhausted the complaints procedure provided by the Civil Service Commission. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Yours sincerely,

Civil Service Commission Secretariat