



Celeste Morrison  
request-878022-42048cdd@whatdotheyknow.com

Our Reference: 202200310787

10 August 2022

Dear Celeste Morrison,

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

Thank you for your request dated 12 July 2022 under the Freedom of Information (Scotland) Act 2002 (FOISA).

Your request

You asked for “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?"

### Response to your request

I enclose some of the information you requested.

While our aim is to provide information whenever possible, in this instance we are unable to provide some of the information you have requested because exemptions under sections 38(1)(b), 30(c) and 33(1)(b) of FOISA apply to that information. The reasons why those exemptions apply are explained in the Annex to this letter.

### Questions 1 – 13:

Location	SASA HQ		Glasgow Office
Services Included	Print, copy, scan	Print, copy, scan	Print, copy, scan
Supplier	Canon (UK) Ltd	Ricoh (UK) Ltd	Ricoh (UK) Ltd
How many contracts and award value for each	1 contract for 24 months lease	1 contract for 3 years lease	1 contract for 3 years lease
Award for each contract	EXEMPT – see Annex	EXEMPT – see Annex	EXEMPT – see Annex
Expiry date	31/03/23	30/11/22	30/11/24
Extension	There are no extensions for the contracts. Framework SP-16-013 expired on 31 July 2022 and the new framework should be in place from 22 August 2022.		
Annual volumetric data	Mono 189,496 Colour 7,1884	Mono 22,500 Colour 12,000	Estimated (Office is Closed) Mono 10,000 Colour 8,000
Total number of devices supplied	10	1	1
Managed Print Service Software solution	Uniflow	Equitrac	Equitrac
How many mono	4	0	0
How many colour	6	1	1
Document Management Solution	Q-Pulse for quality documentation	Objective Enterprise Content Management	Objective Enterprise Content Management
High Volume Devices	None	None	None
Framework Agreements	Scottish Procurement Framework – SP16 -13. For further details of this framework, see <a href="https://www.gov.scot/publications/office-equipment-framework/">https://www.gov.scot/publications/office-equipment-framework/</a> .		
Documentation	Attached copy of contract, redacted – see Annex	Attached copy of PO SG906386, redacted – see Annex	Attached copy of PO SG989114, redacted – see Annex
Who manages the contract and the decision maker	SASA Information and Technology Services section, Head of IT	SASA Head of Policy and Pesticides Survey Unit	SASA Head of Horticulture and Marketing Unit

### Questions 14 – 18:

Software	Adobe Acrobat Reader	Adobe Acrobat Professional
How many licenses	50	3
Annual Cost	£0	If purchased individually around £550 but the subscription is part of Adobe Creative Cloud suite
When is the renewal date	When Adobe significantly update a	22/01/2023

	version, we get an up to date agreement confirmation from Adobe that permits the deployment on an Enterprise network.	
Who's responsible for the contract	SG Service Delivery Manager	SASA Head of IT
Other PDF editing tools	No	No

### Your right to request a review

If you are unhappy with this response to your FOI request, you may ask us to carry out an internal review of the response, by writing to George Burgess, Director ARE, Saughton House, Broomhouse Drive, Edinburgh, EH11 3XD, DirectorARE@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 in accordance with FOISA as soon as possible, and not later than 20 working days from the day following the date 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 appeal rights is available on the Commissioner's website at:  
<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>.

Sent on behalf of **Jane Robertson, IT Service Manager, SASA**, Roddinglaw Road, Edinburgh, EH12 9FJ, UK

Yours sincerely

Jill Tivey  
**SASA : IT**