



United Kingdom
Debt Management
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Sent by email to request-878386-0164bbd1@whatdotheyknow.com

20 July 2022

Dear Celeste Morrison,

Response to your Freedom of Information (FOI) request:

Thank you for your email of 13 July 2022. You have requested the following information under the Freedom of Information Act 2000:

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**

The UK Debt Management Office (DMO) holds some of the information you have requested.

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)

Printing, copying and scanning. Two machines have fax functionality.

2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)

Ricoh UK Ltd.

3. How many contracts does this entail and what's the award value for each?

One contract.

The award value of this contract has been identified as commercial sensitive information as providing information on their value would or would be likely to prejudice the DMO's commercial interests. This is because the DMO needs to achieve best value in all contracts and disclosing further information could place it at a disadvantage with suppliers in terms of negotiating contract terms. The section 43 (2) exemption of the Freedom of Information Act is therefore engaged. This exemption is qualified and so is subject to the public interest test.

In favour of disclosure there is the general public interest in transparency and accountability in relation to the use of public money. However, in favour of upholding the exemption there is the strong public interest in the DMO retaining its ability to achieve value for money for the Exchequer in terms of its commercial contracts. The public interest in upholding the exemption therefore outweighs the public interest in disclosure

4. When do these contracts expire and do they have any extensions?

The requirement to publish all public contracts over £10k included in the Public Contracts Regulations came into force in 2015. You can find the information for this question by clicking on the following link: <https://www.contractsfinder.service.gov.uk/notice/e84e0386-153d-446b-adab-aa0a7425443b?origin=SearchResults&p=1>

5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?

The contract has not been in place long enough for this data to be available

6. What is the total number of devices supplied?

Seven.

7. What Managed Print Service software solution do you use?

Ricoh's in-house solution.

8. How many Mono MFDs and Colour MFDs do you have?

All 6 MFDs are colour, however 2 of them are set to print in mono only.

9. What document management solution do you use?

None.

10. What High Volume printing devices do you use?

The DMO does not use High Volume printing devices.

11. Were any framework agreements used to procure the goods/services? If so, which ones?

CCS RM6174 – Lot 2 Multifunctional Print Devices (MFDs) Print Management and/or digital workflow.

12. Any documentation you can provide me with, e.g. the order form

Contractual documents, including order forms, are considered commercial sensitive information and cannot be disclosed as it would or would be likely to prejudice the DMO's commercial interests. This is because the DMO needs to achieve best value in all contracts and disclosing further information could place it at a disadvantage with suppliers in terms of negotiating contract terms. The section 43 (2) exemption of the Freedom of Information Act is therefore engaged. This exemption is qualified and so is subject to the public interest test.

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13. What department is managing the contract and who's the decision-maker?

The DMO's Facilities Department are managing the contract and the DMO has an established, structured governance process for making selection choices.

The names, job titles, and contact details of the DMO staff concerned are personal data. Members of DMO staff who are not in public facing roles do not expect their details to be made available to the public. We are therefore not of the view that providing the name of the member of DMO staff responsible for the functions you have listed would be fair processing of personal data under the terms of the Data Protection Act 2018, and in this instance we have applied the section 40(2) exemption.

Any communication regarding the DMO's contracts should be sent to the DMO's postal address (shown at the top of this letter), marked for the attention of "The Contracts & Procurement Manager".

14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?

55 Licenses.

15. What is the annual cost?

The requirement to publish all public contracts over £10k included in the Public Contracts Regulations came into force in 2015. You can find the information for this question by clicking on the following link: <https://www.contractsfinder.service.gov.uk/notice/65977704-ccbd-474c-9218-fefaa752ff23?origin=SearchResults&p=1>

16. When is the renewal date?

The requirement to publish all public contracts over £10k included in the Public Contracts Regulations came into force in 2015. You can find the information for the question by clicking on the following link: <https://www.contractsfinder.service.gov.uk/notice/65977704-ccbd-474c-9218-fefaa752ff23?origin=SearchResults&p=1>

17. Who is responsible for the contract?

The DMO's Contract and Procurement Manager is responsible for the contract.

The names, job titles, and contact details of the DMO staff concerned are personal data. Members of DMO staff who are not in public facing roles do not expect their details to be made available to the public. We are therefore not of the view that providing the name of the member of DMO staff responsible for the functions you have listed would be fair processing of personal data under the terms of the Data Protection Act 2018, and in this instance we have applied the section 40(2) exemption.

Any communication regarding the DMO's contracts should be sent to the DMO's postal address (shown at the top of this letter), marked for the attention of "The Contracts & Procurement Manager".

18. Do you use any other PDF editing tools

No.

Yours sincerely

Records Management Service

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E RecordsManagementService@dmo.gov.uk

Your Rights to Complain under the FOI Act

If you are not content with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write within two months of the date of this letter to the Records Management Service, UK Debt Management Office, The Minster Building, 21 Mincing Lane, London EC3R 7AG or email: recordsmanagementservice@dmo.gov.uk. If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by the DMO. The Information Commissioner can be contacted:

Online at <https://ico.org.uk/make-a-complaint/>

By email at casework@ico.org.uk

By post at The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

By Telephone on 0303 123 1113

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