

09 August 2022

Celeste Morrison  
[request-878397-b4408812@whatdotheyknow.com](mailto:request-878397-b4408812@whatdotheyknow.com)

**Dear Celeste**

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

Thank you for your request dated 13 July 2022 under the Freedom of Information (Scotland) Act 2002 (FOISA).

**Your request**

You asked for 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?

## **Response to your request**

1. Please visit: [View Notice - Public Contracts Scotland](#)
2. Please visit: [View Notice - Public Contracts Scotland](#)
3. Please visit: [View Notice - Public Contracts Scotland](#)
4. Please visit: [View Notice - Public Contracts Scotland](#)
5. Mono = 261,042. Colour = 313, 414
6. Total = 40
7. N/A
8. Food Standards Scotland has 4 colour MFDs
9. N/A
10. Food Standards Scotland uses Ricoh MP C3003
11. Scottish Government Office Equipment Framework - SP-16-013
12. Business and commercially sensitive information – (FOISA Section 33 exemption)
13. FSS IT, Chike Ikejiofor (IT Systems Manager)
14. Adobe Acrobat 2020: 17 Licences. Adobe Acrobat Reader: 174 Licences
15. N/A (One time purchase)
16. N/A
17. N/A
18. N/A

## **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 Mr Geoff Ogle, Chief Executive, Food Standards Scotland, 4th floor, Pilgrim House, Aberdeen AB11 5RL, email [openness@fss.scot](mailto:openness@fss.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: [www.itspublicknowledge.info](http://www.itspublicknowledge.info).

Yours sincerely,

Alina Zangelidou  
Openness & Correspondence Officer  
Food Standards Scotland