

Celeste Morrison

By email: [request-896308-f4e4323f@whatdotheyknow.com](mailto:request-896308-f4e4323f@whatdotheyknow.com)

10 October 2022

Dear Ms Morrison

Thank you for your request regarding Multi-Functional Devices and printing/scanning services contracts. We are responding to you under the Freedom of Information (Scotland) Act (FOISA) 2002.

**Your original request:**

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:**

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)	The scope of the services is provision of MFDs with copy/scan/fax capabilities
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)	Capital Print Document Solutions
3. How many contracts does this entail and what's the award value for each?	1 Contract with award value over the 5 year period of approx. £1,233,499 ex VAT however is not guaranteed this level of spend will be realised. Scottish Enterprise are only one beneficiary of this contract which also covers Skills Development Scotland, Scottish Enterprise, Highlands and Islands Enterprise and South of Scotland Enterprise.

4. When do these contracts expire and do they have any extensions?	15/12/2023 No extensions																				
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?	<table> <tr> <th></th><th>Scottish Enterprise Pages Printed/Copied</th></tr> <tr> <td>Mono, Sep21</td><td>7238</td></tr> <tr> <td>Colour, Sep21</td><td>4195</td></tr> <tr> <td>Mono, Dec21</td><td>12483</td></tr> <tr> <td>Colour, Dec21</td><td>8535</td></tr> <tr> <td>Mono, Mar22</td><td>10,067</td></tr> <tr> <td>Colour, Mar22</td><td>9,294</td></tr> <tr> <td>Mono, Jun22</td><td>35,958</td></tr> <tr> <td>Colour, Jun22</td><td>28,101</td></tr> <tr> <td><b>TOTAL YTD</b></td><td><b>115,871</b></td></tr> </table>		Scottish Enterprise Pages Printed/Copied	Mono, Sep21	7238	Colour, Sep21	4195	Mono, Dec21	12483	Colour, Dec21	8535	Mono, Mar22	10,067	Colour, Mar22	9,294	Mono, Jun22	35,958	Colour, Jun22	28,101	<b>TOTAL YTD</b>	<b>115,871</b>
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<b>TOTAL YTD</b>	<b>115,871</b>																				
6. What is the total number of devices supplied?	31																				
7. What Managed Print Service software solution do you use?	Safecom																				
8. How many Mono MFDs and Colour MFDs do you have?	28 Colour&Mono 3 mono																				
9. What document management solution do you use?	Safecom																				
10. What High Volume printing devices do you use?	Don't do high Volume																				
11. Were any framework agreements used to procure the goods/services? If so, which ones?	Scottish Procurement ICT Products Office Equipment Framework Agreement (Ref SP-016-013).																				
12. Any documentation you can provide me with, e.g. the order form	More detail required																				
13. What department is managing the contract and who's the decision-maker?	EIS Supplier management																				
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?	198 Adobe Acrobat pro and 18 Acrobat Std																				
15. What is the annual cost?	£28,365																				
16. When is the renewal date?	22/08/2023																				
17. Who is responsible for the contract?	Current re-seller is Softcat																				
18. Do you use any other PDF editing tools?	No																				

## **Request for Review**

If you consider that your request has not been handled appropriately you have the right under the Freedom of Information (Scotland) Act 2002 to request a review.

A request for review must be submitted in writing or other permanent form within 40 working days of the date of this letter and should be addressed to:

Adrian Gillespie  
Chief Executive  
Atrium Court  
Scottish Enterprise  
50 Waterloo Street,  
Glasgow,  
G2 6HQ  
e-mail: [adrian.gillespie@scotent.co.uk](mailto:adrian.gillespie@scotent.co.uk)

It must include your name and an address for correspondence (e-mail address is acceptable) and specify the request for information to which the requirement for review relates and the matter which gives rise to your dissatisfaction with the decision. Scottish Enterprise will respond to any request for review within 20 working days of receipt.

## **Your right to apply to the Information Commissioner under FOISA**

If you are dissatisfied with the outcome of the review you have the right under FOISA to apply to the Scottish Information Commissioner within six months following the date of receipt of the review notice.

Appeals can be made online at:

<http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

If you do not wish to appeal online, you can appeal by post, or by e-mail. Details are below:

Office of the Scottish Information Commissioner  
Kinburn Castle,  
Doubledykes Road,  
St Andrews,  
Fife,  
KY16 9DS  
Email: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Tel: 01334 464610

Please note that we will only process the personal data you have provided to respond to this request and in accordance with our privacy notice which can be found on our website:

<https://www.scottish-enterprise.com/about-us/transparency/privacy-notice/how-we-use-your-information/enquiries>

Yours sincerely

Corporate Communications  
Scottish Enterprise