

Q6. Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which one.

The contract was procured through the Scottish Government Framework Reference SP-12-008 – Lot 1

Q7. Do you have any print management software? If so, which software?

We use Digital Storefront to manage our Print Room arrangements. We also use PaperCut to manage printing allowances for staff and students.

Q8. Do they supply you with any scanning software (additional to the software native to the device)?

No.

Q9. What Document Management solution/s do you currently use within your organization?

The College does not current use a document management solution.

Q10. Who are the procurement & business/IT contacts within your organization responsible for the decision on MFD's and the contract(s)? What is their job title, and their contact telephone & email details?

Cheryl Spence, Supply Chain Manager, cheryl.spence@nclan.ac.uk, 01236 784557

Karyn Lumsden, Head of Brand, karyn.lumsden@nclan.ac.uk, 01236 784546

If you are unhappy at the way in which the College has considered your request, or the decision we have taken with regarding to releasing information, you may request that we review our decision-making processes by writing to Ann Baxter, Vice Principal (Acting) at ann.baxter@nclan.ac.uk. If you remain dissatisfied following a request for an internal review, you are entitled to appeal our decision to the Scottish Information Commissioner. The Commissioner has launched an online appeals process and the relevant information can be found here:

<http://www.itspublicknowledge.info/appeal>.

On receipt of the outcome of any appeal to the Scottish Information Commissioner, a further appeal against the decision of the Commissioner may be made (on points of law only) to the Court of Session, under Section 56 of the Freedom of Information (Scotland) Act 2002.

If you have any questions regarding the information presented, please do not hesitate to contact me.

Yours sincerely



Brian Gilchrist

Assistant Principal: Organisational Development

[digitally signed by writer]