



HEADQUARTERS  
Calton House  
5 Redheughs Rigg  
EDINBURGH  
EH12 9HW

Our Ref **HQ19342**

Dear Andrew Perry

07/05/2020

Thank you for your request dated 17/03/2020 under the Freedom of Information (Scotland) Act 2002 (FOISA) for information on printing devices.

We have now completed our search for the information you request, and our response is provided overleaf.

Please note that due to the ongoing Covid-19 pandemic, the deadline for replying to requests made under FOISA has been extended by the Scottish Government and Scottish Information Commissioner from 20 to 60 working days.

If you are unhappy with this response to your request, you may ask us to carry out an internal review, by writing to The Chief Executive, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW. Your request should explain why you wish a review to be carried out, and should be made within 40 working days of receipt of this letter, and we will reply within 20 working days of receipt. If you are not satisfied with the result of the review, you then have the right to make a formal complaint to the Scottish Information Commissioner.

Yours sincerely

**Stuart Dodds**  
Procurement Officer  
PPSD

## **Annex A – Response**

<b><i>Question</i></b>	<b><i>a. Photocopiers/MFDs</i></b>	<b><i>b. Printers</i></b>	<b><i>c. Print room / reprographics</i></b>
<b><i>Q1. Companies awarded?</i></b>	Konica Minolta Business Solutions (UK) Ltd for all printing devices (A to C). SPS utilises MFDs as copier / printers.		
<b><i>Q2. Length of contract/s and end dates?</i></b>	Initial Contract Term: 3 <sup>rd</sup> June 2017 – 2 <sup>nd</sup> June 2020 (3 years) with an optional further 1 year extension to June 2021.		
<b><i>Q3. Number of devices?</i></b>	Across the estate, there are 322 MFDs actively connected to the SPIN network.  There is one reprographics room at SPS Headquarters. This contains photocopy devices from Konica Minolta.		
<b><i>Q4. Annual print/copy volume</i></b>	Information on the annual print / copy volume is not held.		
<b><i>Q5. Annual spend?</i></b>	The expenditure below reflects annual spend with Konica Minolta under the current contract. The contract operates on a cost per copy charge basis, which includes maintenance, toner cartridges, parts, support and installation.  FY2017/18 - £294k FY2018/19 - £279k FY2019/20 - £291k		

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

Scottish Government Office Equipment Framework (SP-16-013)

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

Papercut Product

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

The Papercut Product does supply scanning utility on top of the native software.

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

SharePoint 2013 is the main EDRM system on premises.

***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?***

The Head of Digital Services and Head of Procurement have responsibility for decisions relating to MFDs and contracts.

Both can be contacted at SPS Headquarters, Calton House, 5 Redheughs Rigg, Edinburgh, EH12 9HW  
Tel: 0131 203 500