



Information Assurance and Governance  
Office of the Principal

8 November 2019

Dear James,.

**Freedom of Information (Scotland) Act 2002**  
**Our Ref: 418-19**

I refer to your enquiry received on 16 October 2019 under the Freedom of Information (Scotland) Act 2002 ("the FOISA") asking to be supplied with information in relation to our suppliers of MFDs/MPS and print room/reprographics. Please find below information in answer to part (a) of your enquiry in relation to the contracts centrally managed by IT Services for MFDs/MPS.

**(a) MFDs/MPS**

1. Please state who is your supplier

- MFDs - Capital Document Solutions (CDS) and Xerox
- MPS - Betasoft and Xerox

2. Please can you confirm the start and expiry dates for your contracts

The current contracts in place are on a quarterly roll-over with the following expiry dates:

- CDS – 2 Nov 19; 20 Nov 19; 21 Nov 19; 29 Nov 19; 15 Dec 19; 3 Jan 20; and 4 Jan 20.
- Xerox – not applicable.

The University owns its MPS licenses so not applicable.

3. Please can you confirm the number of devices you have

- 222

3. Please can you confirm the print volumes per annum in B/W and colour

2018

Mono -	8,808,905
Colour -	2,177,974

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01334 462776  
foi@st-andrews.ac.uk

4. Please can you confirm the annual cost
  - MFDs - £245,514
  - MPS – Not applicable
5. Please can you confirm if the machines are leased/ rented/ purchased
  - Leased and purchased
7. Please can you confirm if the contracts are managed internally or through a managed print provider
  - Arranged by provider
8. Please can you confirm which departments manage the contracts
  - IT Services
9. Please can you confirm the person and their role who is in charge of the procurement for printing and any managed print contracts?
  - Adrian Wood, Director of Procurement
10. Which procurement route or framework was used to procure this service?
  - Scottish Procurement Framework reference number SP-16-013

**(b) Print room/reprographics**

Print room/reprographic services are mostly provided inhouse. The University has a dedicated Print and Design unit which provides a full range of design, printing and photographic services. Further details can be found on our website at: <https://www.st-andrews.ac.uk/printanddesign/> .

Whilst liaising with colleagues on the processing of your enquiry, there was a bit of uncertainty on how to interpret the request. It was unclear if you are seeking contractual information in relation to the provision of print room/reprographic services in which case, this would not be applicable.

Alternatively, should the focus be on the equipment used by the Print and Design unit, the suppliers of this equipment and contractual terms? If this is the case, please confirm or further define the information you are seeking to enable this part of your enquiry to be taken forward.

This request for additional information is made under section 1(3) of the FOISA. Please note that on receiving the requested clarification, you will receive the University's response within 20 working days from that date. In the meantime, this part of your request will be held pending until I hear from you further.

## Your right to seek a review of how your information request was managed

If you are not satisfied with the University's response and/or our reasoning set-out above, you have the right to request a review of our decision. The time lines in which this right is available are set out in section 20(5)(a) and (b) FOISA. In broad terms the right to seek a review must be exercised within 40 working days of receiving this response.

Any request for review should be put in writing or some other permanent form e.g. an e-mail and should be sent to the University of St Andrews, through the contact details provided below.

A request for a Review should:

- a) state your name and address;
- b) describe the nature of your original request; and
- c) explain the reasons why you are dissatisfied with our response.

Freedom of Information / Environmental Information  
University of St Andrews  
Butts Wynd (Building)  
St Andrews  
Fife  
KY16 9AJ

Email [foi@st-andrews.ac.uk](mailto:foi@st-andrews.ac.uk)

Telephone +44(0)1334 462776

If you remain dissatisfied with how your request for information has been dealt with following Review, you also have the right to apply to the Scottish Information Commissioner (SIC) for a decision. In the event of an appeal to the SIC, the Commissioner will generally only be able to investigate the matters raised in the request for review.

Details on how to make an appeal online to the SIC can be found on their website: <http://www.itspublicknowledge.info/YourRights/Unhappywiththeresponse/AppealingtoCommissioner.aspx>

Alternatively, you can contact the SIC by post, telephone or email at:

Scottish/

Information Assurance and Governance  
01334 462776  
[foi@st-andrews.ac.uk](mailto:foi@st-andrews.ac.uk)

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife KY16 9DS

Telephone: 01334 464610  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

This concludes the University's response.

Yours sincerely

**JUNE WEIR**  
Information Assurance and Governance Officer