## Amgueddfa Cymru

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Ffôn: 0300 111 2 333

Rydym yn croesawu gohebiaeth yn y Gymraeg.

National Museum Wales

Cathays Park, Cardiff, CF10 3NP,

Tel: 0300 111 2 333

We welcome correspondence in Welsh.

Mr Ross Ellis

request-424370-a58f4f4a@whatdotheyknow.com

Reference no.: 17-010

31 August 2017

ysbrydoli pobl

newid bywydau

inspiring people

changing lives

Dear Mr Ellis

## **REQUEST FOR INFORMATION** – Information relating to printing

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 09 August 2017, in which you asked for the following information:

Please could you provide the following information with regards to your current printing expenditure:

- 1. Current printing and photocopier contract details?
  - a. Photocopiers/MFD?s
  - b. Printers
  - c. Print room / reprographics
- 2. Companies awarded?
  - a. Photocopiers/MFDs
  - b. Printers
  - c. Print room / reprographics
- 3. Length of contract/s and end dates?
  - a. Photocopiers/MFDs
  - b. Printers
  - c. Print room / reprographics
- 4. Number of devices?
  - a. Photocopiers/MFDs
  - b. Printers
  - c. Print room / reprographics

- 5. Annual print/copy volume
  - a. Photocopiers/MFDs
  - b. Printers
  - c. Print room / reprographics
- 6. Annual spend?
  - a. Photocopiers/MFDs
  - b. Printers
  - c. Print room / reprographics
- 7. Details on how these were procured. i.e. By Framework
  - a. Procurement method
  - b. If Framework, please state which one
- 8. Do you have any print management software? If so, which software?
- 9. Do they supply you with any scanning software (additional to the

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software native to the device)?

- 10. What Document Management solution/s do you currently use within your organization?
- 11. What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)?
- 12. What is the name of the person within your organization responsible for the MFDs and the

contract, what is their title, and their email address please?

- 13. How do you procure your print consumables/supplies?
- 14. What is the annual spend on print consumables?
- 15 Do you use a framework to procure consumables?

## Response

We set out our response in the table below:

1. Current printing and photocopier	Museum Printer Network
contract details?	B   1   1   1   1   1   1   1   1   1
a. Photocopiers/MFD?s	Devices bought outright with pay-per-
h Drinton	page contract
b. Printers	No contract
c. Print room / reprographics	N/A
2. Companies awarded?	
a. Photocopiers/MFDs	Canon
b. Printers	Hewlett Packard
c. Print room / reprographics	N/A
3. Length of contract/s and end dates?	
a. Photocopiers/MFDs	No contract
b. Printers	No contract
c. Print room / reprographics	N/A
4. Number of devices?	
a. Photocopiers/MFDs	18
b. Printers	26
c. Print room / reprographics	N/A
5. Annual print/copy volume	Financial Year Ending 31MAR2017
a. Photocopiers/MFDs	851,000
b. Printers	79,000
c. Print room / reprographics	N/A
6. Annual spend?	Financial Year Ending 31MAR2017
a. Photocopiers/MFDs	£21,000
b. Printers	£15,000

c. Print room / reprographics	N/A
7. Details on how these were procured.	
i.e. By Framework	Wales National Procurement Service
a. Procurement method	Framework
b. If Framework, please state which one	Reference NPS-PS-006416 Lot 1
8. Do you have any print management	Yes
software? If so, which software?	PCounter
9. Do they supply you with any scanning	No
software (additional to the software native	
to the device)?	
10. What Document Management	Sharepoint
solution/s do you currently use within	
your organization?	
11. What PDF software do you pay for?	Fineprint PDF Factory
And how many licenses do you pay for	Site Licence (Charity Pricing)
(an average per annum would be a good	
number here please)?	
12. What is the name of the person within	Prakash Dabasia
your organization responsible for the	Computer Officer (Clients)
MFDs and the contract, what is their title,	itsupport@museumwales.ac.uk
and their email address please?	
13. How do you procure your print	Wales National Procurement Service
consumables/supplies?	Framework
	Reference NPS-PS-006416 Lot 2
14. What is the annual spend on print	Financial Year Ending 31MAR2017
consumables?	2016
	£36,000
15 Do you use a framework to procure	Yes
consumables?	

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at <a href="https://www.information.wales.gov.uk">www.information.wales.gov.uk</a>.

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru.

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine J Cabuts Museum Secretary