

04/10/2017

Mr Ross Ellis

By email: [request-430177-a7b87666@whatdotheyknow.com](mailto:request-430177-a7b87666@whatdotheyknow.com)

Our Ref: OFQ-11113-Y5J4H8

Dear Mr Ellis

Office of Qualifications  
and Examinations Regulation  
Spring Place  
Coventry Business Park  
Herald Avenue  
Coventry CV5 6UB

Telephone 0300 303 3344  
Textphone 0300 303 3345  
[public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk)  
[www.gov.uk/ofqual](http://www.gov.uk/ofqual)

## Freedom of Information Act 2000 ("FOIA") request

I refer to your recent request for information, received 5 September 2017, made under the Freedom of Information Act 2000 (the Act).

Under the Act, public authorities have two duties to individuals requesting information: firstly, to confirm whether or not they hold the information requested, and secondly to provide a copy of that information unless one or more of the exemptions under the Act apply.

I can confirm that we do hold some information relating to your request. I have included our response below in green.

### Your request

*"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 **Procured under Crown Commercial Services Framework RM3781 lot 1**
  - b. Printers **N/A**
  - c. Print room / reprographics **N/A**
2. Companies awarded?
  - a. Photocopiers/MFDs **Canon**
  - b. Printers **N/A**
  - c. Print room / reprographics **N/A**
3. Length of contract/s and end dates?
  - a. Photocopiers/MFDs **3 year contract terminating 30/04/2020**
  - b. Printers **N/A**
  - c. Print room / reprographics **N/A**
4. Number of devices?
  - a. Photocopiers/MFDs **3**
  - b. Printers **N/A**

- c. Print room / reprographics **N/A**
- 5. Annual print/copy volume
  - a. Photocopiers/MFDs **estimated 500,000**
  - b. Printers **N/A**
  - c. Print room / reprographics **N/A**
- 6. Annual spend?
  - a. Photocopiers/MFDs **£10,900**
  - b. Printers **N/A**
  - c. Print room / reprographics **N/A**
- 7. Details on how these were procured. i.e. By Framework
  - a. Procurement method **Procured under Crown Commercial Services Framework**
  - b. If Framework, please state which one **RM3781 lot 1**
- 8. Do you have any print management software? If so, which software? **uniFLOW**
- 9. Do they supply you with any scanning software (additional to the software native to the device)? **NO**
- 10. What Document Management solution/s do you currently use within your organization? **Office 365 SharePoint Online**
- 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)? **N/A**
- 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? **Mr Jan Roszkowski, CIO, [Jan.Roszkowski@ofqual.gov.uk](mailto:Jan.Roszkowski@ofqual.gov.uk)**
- 13. How do you procure your print consumables/supplies? **Supplied direct from Canon**
- 14. What is the annual spend on print consumables? **Included in rental costs**
- 15. Do you use a framework to procure consumables? **Included in RM3781"**

### Internal Review

If you are unhappy with the way in which your request has been handled you have the right to request an internal review. You can request an internal review by contacting:-

Adam Cherrington  
Legal Practice Manager  
Ofqual  
Spring Place  
Coventry Business Park  
Herald Avenue  
Coventry, CV5 6UB  
([adam.cherrington@ofqual.gov.uk](mailto:adam.cherrington@ofqual.gov.uk)).

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner. Complaints to the Information Commissioner should be sent to:-

FOI/EIR Complaints Resolution  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Yours sincerely

**Adam Cherrington**  
Legal Practice Manager