

Freedom of Information (Scotland) Act 2002

Date received	10/05/2022	Subject	MFD and print information		
Passed to	Finance IT	Date passed	10/05/2022	Respond by	31/05/2022
Category	Business	FOI number	2022-162		

Question/s to be answered

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

1. Companies contracted to provide the following:
 - a. Photocopiers/MFDs Ricoh
 - b. Printers Various suppliers, no fixed contract
 - c. Print room / reprographics N/A

2. Manufacturers of equipment used for the following (if different to Q1)
 - a. Photocopiers/MFDs Ricoh
 - b. Printers Mostly HP, Zebra (for labels and barcodes)
 - c. Print room / reprographics N/A

3. Length of contract/s and end dates? (Please advise of any extensions available)
 - a. Photocopiers/MFDs 01/10/2018 to 30/09/2023
 - b. Printers No contracts in place
 - c. Print room / reprographics N/A

4. Number of devices?
 - a. Photocopiers/MFDs 44
 - b. Printers Approx. 400
 - c. Print room / reprographics N/A

5. Annual print/copy volume?
 - a. Photocopiers/MFDs

In accordance with FOISA s 17(1), NHS Shetland confirms that it does not hold the information required to answer this question. NHS Shetland does not collate data on print/copy volume.
 - b. Printers

In accordance with FOISA s 17(1), NHS Shetland confirms that it does not hold the information required to answer this question. NHS Shetland does not collate data on print/copy volume.
 - c. Print room / reprographics N/A

6. Annual spend?

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- a. Photocopiers/MFDs £33,600
 - b. Printers Data not held
 - c. Print room / reprographics N/A
7. Details on how these were procured. i.e. By Framework
- a. Procurement method
 Framework national contract for MFDs only with Ricoh.
 - b. If Framework, please state which framework was utilised
 Framework put in place by National Services Scotland (NSS).
8. Do you have any print management software e.g. PaperCut, Equitrac? If so, which software?
RICOH @Remote
9. Who is the person(s) within your organization responsible for the MFDs, Printers, and Print room/ reprographics? Please provide their title and their contact details.
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