

04 October 2022

Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 9 September 2022, in which you requested the following:

I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)
3. How many contracts does this entail and what's the award value for each?
4. When do these contracts expire and do they have any extensions?
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?
6. What is the total number of devices supplied?
7. What Managed Print Service software solution do you use?
8. How many Mono MFDs and Colour MFDs do you have?
9. What document management solution do you use?
10. What High Volume printing devices do you use?
11. Were any framework agreements used to procure the goods/services? If so, which ones?
12. Any documentation you can provide me with, e.g. the order form
13. What department is managing the contract and who's the decision-maker?
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?
15. What is the annual cost?
16. When is the renewal date?
17. Who is responsible for the contract?
18. Do you use any other PDF editing tools?

We have considered your requests, and can respond as follows:

1. Lease of MFDs; associated print service charges
2. Canon
3. One contract; £35,000 to £40,000 per annum
4. Expires December 2022; no extensions remaining
5. Maximum; 378,000 Colour and 72,000 Mono
6. 20 MFDs
7. Uniflow
8. 16 colour / 4 mono
9. SharePoint
10. None
11. Scottish Procurement Framework Agreement
- 12.
13. IT, Facilities and Procurement
14. 18 Standard; 15 Professional; estimated 700 Reader
15. £30,500
16. March 2023
17. IT and Procurement
18. No

Point 12, clarification required:

We would be grateful if you could provide clarification on the following; At point 12 you ask for “*any documentation you can provide me with. E.g. the order form*”, however, we do not use order forms in our procurement process. Are there any other types of documentation that you would consider useful? Please outline any specific information that you would like us to provide and we will endeavour to provide the relevant documentation where it is held and where it does not fall within the exemptions under the Freedom of Information (Scotland) Act 2002.

Once clarification on this point is received, we will respond to this request within the statutory time period.

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead
Chief Executive
VisitScotland
Ocean Point One
94 Ocean Drive
Edinburgh, EH6 6JH
Telephone: 0131 472 2201
Fax: 0131 472 2223
E-mail: malcolm.roughead@visitscotland.com

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

If you are still not satisfied with our handling of your application after we have responded to your request for a review, you have a right to apply to the Scottish Information Commissioner for a decision on whether we have dealt with your request in accordance with the Act.

The Scottish Information Commissioner may be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.

Yours sincerely,

VisitScotland