

3 April 2023

### Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 3 March 2023, in which you requested the following information which I have responded to in the right-hand column below:

Information requested	VisitScotland response
Number of MFDs (Multi-functional devices) & photocopiers at VisitScotland	60 Canon and HP devices
Name of incumbent	Canon
Start/end date of contract (if expired, WHEN do you expect to revisit the marketplace)	April 2023 – March 2026 Revisit January 2026
Details of any extension options	None
What framework / Route to market used	Scottish Procurement - ICT Products Managed Print Solutions Framework
Number of regular/desktop printers (in addition to above)	None – all desktop devices are MFDs
Is there a support contract on above, if yes please state start/end date	Not for HP devices Canon support Canon devices
Do you have a Print Room	No
If yes, name of supplier, number of devices and start/end date of contract, also details of any extension options	N/A
Total annual print/copy volumes including, if applicable your Print Room, for (a) mono (b) colour	From Canon Devices B&W – 104113 From Canon Devices Colour – 51063 Unknown for HP devices
What Print software do you run	uniflow
Name of person responsible for the running of MFDs and, if applicable, your Print Room	Mike Slack (Head of Department responsible)

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](mailto: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](mailto: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