

Annex A

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)
 - **Managed Print Services across a standard Multi-Function Device. High Volume Printing.**
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)
 - **Ricoh Europe PLC.**
3. How many contracts does this entail and what's the award value for each?
 - **One single contract. Contract Value £2,813,963.**
4. When do these contracts expire and do they have any extensions?
 - **MFD estate ends 31st May 2024. High Volume Copy Unit ends 31st March 2023.**
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?
 - **MFD Volumes: Mono – 978,359. Colour – 768,531. Total – 1,746,890 (Total sides printed – 12 months)**
 - **Copy Unit Volumes - Mono – 66,861. Colour – 187,962. Total – 254,823 (Total sides printed for the period 01/01/2022 to 30/06/2022)**
6. What is the total number of devices supplied?
 - **175 MFDs, 4 High Volume Printers**
7. What Managed Print Service software solution do you use?
 - **EveryonePrint, SLNX.**
8. How many Mono MFDs and Colour MFDs do you have?
 - **All 175 MDFs are full colour.**
9. What document management solution do you use?
 - **Objective**
10. What High Volume printing devices do you use?
 - **Ricoh Pro 8220S (mono), Ricoh Pro C5200S, Ricoh Pro C7100SX, Ricoh Pro C7100SX.**
11. Were any framework agreements used to procure the goods/services? If so, which ones?
 - **National Procurement Service Multi-Functional Devices (MFD) and Associated Goods and Services Framework Agreement Ref NPS – ICT – 0064 – 16.**
12. Any documentation you can provide me with, e.g. the order form -
 - **Please see the additional document supplied.**
13. What department is managing the contract and who's the decision-maker? -
 - **For the MFD estate: ICT Services, Ceri Davies, Chief Technology Officer**
 - **For the High Volume Copy Unit: Corporate Shared Services, Ian Evans, Head of Shared Service Helpdesk.**
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?
 - **7551 Adobe Acrobat Reader**
 - **224 Adobe Acrobat Pro DC**
15. What is the annual cost?
 - **Acrobat Reader is free.**

- **£38,949.12 (inc. VAT).**
16. When is the renewal date?
- **Our Adobe VIP Agreement expires on the 1st FEB 2023.**
17. Who is responsible for the contract?
- **ICT Services, Ceri Davies, Chief Technology Officer.**
18. Do you use any other PDF editing tools?
- **No.**