

Freedom of Information: Right to know request

Thank you for your request for information, received 21 August 2017. We have supplied responses in line with your questions, below:

1. Current printing and photocopier contract details?

[Xerox for all our MFDs \(Multi-Functional Devices\) and a small number of local printers](#)

- a. Photocopiers/MFD?s
- b. Printers
- c. Print room / reprographics

2. Companies awarded?

[Xerox for all of those below](#)

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

3. Length of contract/s and end dates?

[Three years, expires 30 November 2018](#)

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

4. Number of devices?

[46 MFDs, including three located in the print room](#)

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

5. Annual print/copy volume

[Total annual MFD volume - 5,355,694 pages \(colour and mono\) – information not held on number of pages by individual machine.](#)

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

6. Annual spend? [Expenditure details withheld under s43 – please see notes below.](#)

- a. Photocopiers/MFDs
- b. Printers
- c. Print room / reprographics

7. Details on how these were procured. i.e. By Framework - Framework.

- a. Procurement method
- b. If Framework, please state which one:
[CCS Framework No. RM1599 - Multifunctional Devices and Services Managed Print Services and Print Audit Services](#)

8. Do you have any print management software? If so, which software?

[Yes – Xerox Device Agent Suit which includes Equitrac](#)

9. Do they supply you with any scanning software (additional to the software native to the device)? [Yes – eCopyShareScan v5](#)

10. What Document Management solution/s do you currently use within your organization?
[SharePoint](#)

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)?

[Adobe Reader which is free of charge. Adobe Creative Cloud licences \(expenditure details withheld under s43 – please see notes below\).](#)

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?

[Andrew Curtois, andrew.curtois@ofcom.org.uk, Head of Vendor Management.](#)

13. How do you procure your print consumables/supplies?

[As part of the Managed Service Contract.](#)

14. What is the annual spend on print consumables?

[Part of the Managed Service Contract. We do not hold this information in isolation.](#)

15. Do you use a framework to procure consumables?

[No, it is part of the Managed Service Contract.](#)

Information that is withheld under section 43:

The information you requested is being withheld as it falls under the exemption in section 43 of the Freedom of Information Act. This part of the Act deals with the exemption of information that would prejudice the commercial interests of a person or company. In applying this exemption we have had to balance the public interest in withholding the information against the public interest in disclosing the information. The attached annex to this letter sets out the exemption in full, as well as the factors Ofcom considered when deciding where the public interest lay.

It is likely that other exemptions will apply.

Timing

If you wish to exercise your right to an internal review you should contact us within two months of the date of this letter. There is no statutory deadline for undertaking internal reviews and it will depend upon the complexity of the case. However, we aim to conclude all such reviews within 20 working days, and up to 40 working days in exceptional cases. We will keep you informed of the progress of any such review. If you wish to request an internal review, you should contact:

Steve Gettings
The Secretary to the Corporation
Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

