

Freedom of Information request 209-22

Request and Response

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 - **none**
 - c. Print room / reprographics - **none**

2. Manufacturers of equipment used for the following (if different to Q1)
 - a. Photocopiers/MFDs – **Not applicable**
 - b. Printers - **HP**
 - c. Print room / reprographics – **Not applicable**

3. Length of contract/s and end dates? (Please advise of any extensions available)
 - a. Photocopiers/MFDs 3 years and 5 years – **See attached spreadsheet for data.**
 - b. Printers – **Not applicable**
 - c. Print room / reprographics – **Not applicable**

4. Number of devices?
 - a. Photocopiers/MFDs - **154**
 - b. Printers - **1350**
 - c. Print room / reprographics - **None**

5. Annual print/copy volume?
 - a. Photocopiers/MFDs – **Information not held, therefore under Section 17 of the FOI(S)A 2002 this cannot be provided**
 - b. Printers – **Information not held, therefore under Section 17 of the FOI(S)A 2002 this cannot be provided**
 - c. Print room / reprographics – **Not applicable**

6. Annual spend?
 - a. Photocopiers/MFDs – **Approx £38000**
 - b. Printers – **Approx £17000**
 - c. Print room / reprographics – **Not applicable**

7. Details on how these were procured. i.e. By Framework
 - a. Procurement method - **The framework used for the procurement of MFDs was NP794/18 - Supply and Delivery of Photocopiers and Multi-Functional Devices and Associated Services.**
 - b. If Framework, please state which framework was utilized – **As above**

8. Do you have any print management software e.g. PaperCut, Equitrac? If so, which software? **Equitrac**

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:
Jackie Stephen – Head of IM&T
jackie.stephen@borders.scot.nhs.uk

If you are not satisfied with the way your request has been handled or the decision given, you may ask NHS Borders to review its actions and the decision. If you would like to request a review please apply in writing to,

Freedom of Information Review, NHS Borders, Room 2EC3, Education Centre, Borders General Hospital, Melrose, TD6 9BS or foi.enquiries@borders.scot.nhs.uk.

The request for a review should include your name and address for correspondence, the request for information to which the request relates and the issue which you wish to be reviewed. Please state the reference number **209-22** on this request. Your request should be made within 40 working days from receipt of this letter.

If following this review, you remain dissatisfied with the outcome, you may appeal to the Scottish Information Commissioner and request an investigation of your complaint. Your request to the Scottish Information Commissioner should be in writing (or other permanent form), stating your name and an address for correspondence. You should provide the details of the request and your reasons for dissatisfaction with both the original response by NHS Borders and your reasons for dissatisfaction with the outcome of the internal review. Your application for an investigation by the Scottish Information Commissioner must be made within six months of your receipt of the response with which you are dissatisfied. The address for the Office of the Scottish Information Commissioner is, Office of the Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife.