

Freedom of Information request 280-22

Request and Response

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).

Could you please confirm the following:

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)

Print.

2. Which supplier is delivering it? (If in-house, please confirm)

Ricoh.

3. How many contracts does this entail and what's the award value for each?

There is one contract for Equitrac services and individual leasing agreements on the devices.
Equitrac contract value £28,000 per annum

4. When do these contracts expire and do they have any extensions?

Equitrac contract expires in May 2024. Leasing agreements - anytime between now and 2027

5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?

This data is not held, under Section 17 of the FOI(S)A we cannot provide.

6. What is the total number of devices supplied?

154

7. What Managed Print Service software solution do you use?

Equitrac.

8. How many Mono MFDs do you have?

84

9. How many Colour MFDs do you have?

70

10. What document management solution do you use?

None

11. Do you use Trakcare?

Yes

12. What High Volume printing devices do you use?

All our MFDs are capable of high volume printing

13. Were any framework agreements used to procure the goods/services? If so, which ones?

NP794/18 Supply and Delivery of Photocopiers and Multi-Functional Devices and Associated Services

14. Any documentation you can provide me with, e.g. the order form

This information is not held locally, under Section 25 of the FOI(S)A 2002 this data can be accessed at <https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/web/login.html>

15. What department is managing the contract and who's the decision-maker?

IT Services – Jackie Stephen, Head of IM&T

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 **280-22** 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.