

5 June 2023

Information Rights & Compliance Team  
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Our Ref: FOI/04706

Thank you for your request concerning MFD printing expenditure.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

**Please could you provide the following information with regards to your current printing expenditure as it is noted that your current Ricoh contract expired in January 2023:**

**1. Companies contracted to provide the following:**

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

**2. Manufacturers of equipment used for the following (if different to Q1) a. Photocopiers/MFDs b. Printers c. Print room / reprographics**

**3. Length of contract/s and end dates? (Please advise of any extensions available:**

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

**4. Number of devices?**

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

**5. Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which framework was utilised**

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

**7. 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.**

This information is already in the public domain<sup>1</sup>. Please follow this [link](#) to FOI 4555.

Should you require further clarification, please do not hesitate to contact me.

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<sup>1</sup> Section 21 – Information is available through other means

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

*Sue Smith*

**Sue Smith**  
**Information Rights Officer**

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

