

8 April 2024

Information Rights & Compliance Team
99 Waverley Road
St Albans
Hertfordshire
AL3 5TL

Tel: 01727 804227
Email: Hpkt.foi@nhs.net

Our Ref: FOI/05079

Thank you for your request concerning Multi Functional Devices, Adobe and Hybrid Mail.

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

I would like to make a request for the following information relating to your current Multi-Functional Devices and printing/scanning services contract(s).

Please may you confirm:

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

All of the above.

2. Which supplier is delivering them? (If in-house, please confirm, if multiple providers please identify them)

This information is already in the public domain¹. Please follow this [link](#) to a previously published response. (FOI 3278)

3. If the supplier is not the manufacturer, which manufacturer are the devices?

Not applicable.

4. How many contracts does this entail and what is the award value for each?

Our relationship with the provider is 'managed shared print services' so printing, scanning and copying are all part of the same contract. The award value is based on per print with annual estimates at £193,000.

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

31/07/2024 with no further extensions.

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

Please follow the link provided under question 2; usage remains the same.

¹ Section 21 – Information is available through other means

7. What is the total number of devices supplied (split by Desktop Printer and Multi-Functional Device)?

Please follow the link provided under question 2.

8. What Print Management Software solution do you use?

Equitrac

9. How many Mono MFDs and Colour MFDs do you have?

Please follow the link provided under question 2.

10. How many mono printers and colour printers do you have

Please follow the link provided under question 2

11. What document management solution do you use?

Yes. This information is already in the public domain¹. Please follow this [link](#) to a previously published response. (FOI 5057)

12. What High-volume printing devices do you use?

Not applicable, we do not have high volume printers.

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

Please follow the link provided under question 2.

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

Please see attached our DPIA.

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

Ultimately our Director, Innovation, Digital Transformation and Chief Information Officer [Hakan Akozek](#) has this responsibility.

16. How many Adobe Acrobat (standard, professional and reader) licenses do you have?

4345

17. What is the annual cost?

Standard License : £293.71
Professional Licence: £474.29

18. When is the renewal date?

They vary throughout the year depending on when a licence was purchased.

19. Who is responsible for the contract?

Please see the answer to question 15.

20. Do you use any other PDF editing tools?

Yes we do.

21. Do you have a Hybrid Mail contract and if so, who is the supplier?

Please follow the link provided under question 11.

22. When is the contract end date for your Hybrid Mail contract?

Please follow the link provided under question 21.

23. Who at the Trust is responsible for the HM contract?

Please see the answer to question 15.

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

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](#).

