

11 February 2020
Our ref: 6031296

Thank you for your request received on 31 January 2020, for the following information:

Please could you provide the following information with regards to your current printing expenditure :

1. Current printing and photocopier contract details?

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

2. Companies awarded?

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

3. Length of contract/s and end dates?

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

4. Number of devices?

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

5. Annual print/copy volume

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

6. Annual spend?

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

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

- a. Procurement method
- b. If Framework, please state which one

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

software?

9. Do they supply you with any scanning software (additional to the software native to the device)?

10. What Document Management solution/s do you currently use within your organization?

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)?

We have processed this request under the Freedom of Information Act 2000.

Response

The council holds the information requested and the answers to your questions are below

This service is provided as part of the Capita contract details of which can be found at:

<https://open.barnet.gov.uk/dataset/customer-and-support-group-csg-contract>

Please could you provide the following information with regards to your current printing expenditure :

1. Current printing and photocopier contract details?

- a. Photocopiers/MFD?s** Kyocera MFD and MFP,s'
- b. Printers** The ones I support are also Kyocera
- c. Print room / reprographics** - Ricoh model c7200 and 8120

2. Companies awarded?

- a. Photocopiers/MFDs** Capita Workplace Technology as part of the Capita CSG contract
- b. Printers** As above

3. Length of contract/s and end dates?

- a. Photocopiers/MFDs** 3 years with extension possibilities
- b. Printers** as above
- c. Print room / reprographics**

45 MFD and 5 MFP

- b. Printers** 5 desktops
- c. Print room / reprographics** 2 HVC machines one mono and one colour

5. Annual print/copy volume

- a. Photocopiers/MFDs** approx - mono volume is 4.2 million and Colour is 1.1million per year.
- b. Printers**
- c. Print room / reprographics**

6. Annual spend? These costs are tied into the Capita CSG contract of overall costs.

- a. Photocopiers/MFDs**

b. Printers

c. Print room / reprographics

7. Details on how these were procured. i.e. By Framework As part of the Capita CSG contract we sourced through the Capita supply chain.

a. Procurement method

b. If Framework, please state which one

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

9. Do they supply you with any scanning software (additional to the software native to the device)? No, we just native scanning

10. What Document Management solution/s do you currently use within your organization? Unknown Part of Capita Contract and information is tied into the overall Capita Service Group Contract.

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)?

These are not tracked -we only track perpetual licences with annual subscription. Users can request Adobe products with a relevant business case.

Further information

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

Advice and Assistance : Direct Marketing

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link www.ico.org.uk

For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.

Your rights

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: foi@barnet.gov.uk. Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website www.ico.org.uk). There is no charge for making an appeal.