

Date: 21 October 2021

Our Reference: FOIA-2021-114

RE: Your request for information under the Freedom of Information Act 2000

I write in response to your Freedom of Information Act 2000 ('FoIA 2000') request, dated 05/10/2021, in which you requested:

- "1. Who is your preferred supplier for MFD/Printer Hardware? (Please state in multiple suppliers)
2. Please state the number of printers currently within the organisation, to include a breakdown of MFDs (multi functional devices), Print Room devices and desktop printers.
3. What are your current annual page volumes (split by Colour and Mono)
4. What is the approximate annual spend for both hardware and services ?
5. What date is your contract due for renewal ?
6. Which procurement route or framework was used to procure this service?
7. Which person/role is responsible for procuring your printer contracts?"

Decision

When a request for information is made under FoIA 2000, a public authority has a general duty under section 1(1) of the Act to inform an applicant whether the requested information is held. There is then a general obligation to communicate that information to the applicant.

In line with section 1(1) of the FoIA, I can confirm the College **holds information** relevant to your request. For ease, we have dealt with each part of your request separately:

1. Who is your preferred supplier for MFD/Printer Hardware? (Please state in multiple suppliers)

Print Unit - the contracted supplier is Konica Minolta

MFDs - the contracted supplier is Cannon.

2. Please state the number of printers currently within the organisation, to include a breakdown of MFDs (multi functional devices), Print Room devices and desktop printers.

Print Room – 3

MFDs – 20

Desktop Printers – 125 allocated to home based staff.

3. What are your current annual page volumes (split by Colour and Mono)

Print Unit – unable to differentiate between colour and mono. The total volumes for the financial year 2020/2021 (April – March) was 220,000 total sheets

MFD – for the financial year 2020/2021 (April – March): colour – 172,298 and B&W – 125,335.

4. What is the approximate annual spend for both hardware and services ?

MFD – total annual cost is £21,237

Print Unit – total annual cost is £66,000.

5. What date is your contract due for renewal ?

Print Unit – July 2022.

MFD – contract expires on 28/03/22.

6. Which procurement route or framework was used to procure this service?

Print Unit – Crown Commercial Service Framework. Konica, Lot 3: Managed Print and Content Management Services

MFD – Crown Commercial Service Framework (RM3781). Lot 1: Print Equipment and Entry Level Print Management Software

7. Which person/role is responsible for procuring your printer contracts?

Print Unit – Print Unit Manager, and Head of Customer Services in conjunction with the Procurement & Contracts Manager

MFDs – Infrastructure Services Manager in conjunction with the Procurement & Contracts Manager.

Your rights can be found at the end of this letter.

Yours sincerely,

Kate Kaufman | Legal Advisor

Information Management and Legal Team

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Your right of review

Under the Freedom of Information Act 2000 you have a right to request an internal review if you are dissatisfied with our handling of your request. Review requests should be made in writing (by email or post) within 40 working days from the date of our original response. We will aim to respond to your review request within 20 working days.

The Information Commissioner's Office (ICO)

If, after lodging a review request you are still dissatisfied, you may raise the matter with the ICO. For further information you can visit their website at <https://ico.org.uk/for-the-public/official-information/>. Alternatively, you can contact them by phone or write to them at the following address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Phone: 0303 123 1113