**Request 6713 - Managed Print Services**

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)?

**Response**

Current printing and photocopier contract details?
a. Photocopiers/MFD?s  and c. Print room / reprographics

2. Companies awarded?
a. Photocopiers/MFDs and c. Print room / reprographics: Konica Minolta

3. Length of contract/s and end dates?
a. Photocopiers/MFDs & c. Print room / reprographics until May 2021

4. Number of devices?
a. Photocopiers/MFDs/c. Print room / reprographics 24

5. Annual print/copy volume
a. Photocopiers/MFDs and c. Print room / reprographics 4 million copies

6. Annual spend?

a. Photocopiers/MFDs and c. Print room / reprographics approx. £30k

7. Details on how these were procured. i.e. By Framework
a. Procurement method Framework, Crown Commercial Services
b. If Framework, please state which one

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

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

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

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)?  Adobe reader and some users full version (around 5 licences)