



University of East Anglia

Information Services Directorate

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[REDACTED]  
  
07 August 2017

Dear [REDACTED]

**Freedom of Information Act 2000 – Information request (ref: FOI\_17-169)**

We have now considered your request of 05 July 2017 for information relating to printing expenditure.

Our response is on page 2 of this letter, together with a copy of your request.

We hope this information will meet your requirements, however if you are not satisfied you have the right of appeal. If you wish to appeal, please set out in writing your reasons for appealing and send to the above address. You must appeal within 60 calendar days of the date of this letter. Any appeal received after that date will not be considered nor acknowledged. This policy has been reviewed and approved by the Information Commissioner's Office.

You also have a subsequent right of appeal to the Information Commissioner's Office. Further information is available on their website:

[https://ico.org.uk/Global/contact\\_us](https://ico.org.uk/Global/contact_us), or by telephone on 0303 123 1113.

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Please quote our reference given at the head of this letter in all correspondence.

Yours sincerely

Ellen Paterson  
Information Policy and Compliance Manager  
University of East Anglia

## Response to Freedom of Information Act 2000 request (FOI\_17-169)

### 1. Current contract details?

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

See our response to a previous FOI request, published on our disclosure log here:  
[https://portal.uea.ac.uk/documents/6207125/15933802/170321\\_Response+letter\\_FOI\\_17-046.pdf/](https://portal.uea.ac.uk/documents/6207125/15933802/170321_Response+letter_FOI_17-046.pdf/)

### 2. Companies awarded?

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

Our response is provided below:

a	Photocopiers/MFDs	See response to question 1
b	Printers	See response to question 1. Please note, ad hoc outright purchases can be made from other suppliers
c	Print room / reprographics	Ricoh & Konica Minolta

### 3. Length of contract/s and end dates?

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

Our response is provided below:

a	Photocopiers/MFDs	See response to question 1. Please note, every MFD potentially has a different end date; there is no single start and end date
b	Printers	See response to question 1. Please note, ad hoc outright purchases can be made from other suppliers
c	Print room / reprographics	High volume Mono x 2 – August 2015 to August 2020 Colour – January 2015 to January 2020

**4. Number of devices?**

*a. Photocopiers/MFD's*

*b. Printers*

*c. Print room / reprographics*

Our response is provided below:

a	Photocopiers/MFDs	Print audit undertaken in 2015 identified 137 MFDs
b	Printers	Print audit undertaken in 2015 identified 733 printers
c	Print room / reprographics	2 x Mono 1 x Colour

**5. Annual print/copy volume?**

*a. Photocopiers/MFD's*

*b. Printers*

*c. Print room / reprographics*

Our response is provided below:

a	Photocopiers/MFDs	Print audit undertaken in 2015 identified 17 million sides of print
b	Printers	Print audit undertaken in 2015 identified 4.5 million sides of print
c	Print room / reprographics	Mono – 5M Colour – 600K

**6. Annual spend?**

*a. Photocopiers/MFD's*

*b. Printers*

*c. Print room / reprographics*

Our response is provided below:

a	Photocopiers/MFDs	See response to question 1
b	Printers	See response to question 1
c	Print room / reprographics	£370k incl. staff costs (£217K ex. staff)

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

*a. Procurement method*

*b. If Framework, please state which one*

Framework:

Crescent Purchasing Consortium (CPC)

Multifunctional Devices and Associated Print Services and Supplies

Lot 1: Multifunctional/Reprographic Devices and Associated Print Services

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

Yes, Papercut.

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

No.

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

SharePoint.