

Reference: IR827

Date issued: 16 June 2022

Managed Print Contract & Document Services

I am writing in response to your request for information dated 19 May 2022 in which you requested information regarding managed print contract & document services.

For ease of reference, I have reproduced your questions below in bold and set out our corresponding response.

Would you be so kind as to provide responses to my questions below please?

Q1. How many A4 single function or multi function devices within the AUDIT OFFICE?

10.

Q2. Do you lease/rent or purchase these devices?

Yes.

Q2 a. If leased/rented what is the annual lease/rent charge?

£40,000 pa.

Q3. Are these devices covered under a support and maintenance contract?

Yes, included in MFD monthly rental/lease charge.

Q4. What is the length of the A4 device support contract, if any?

3-years (see Q3).

Q4 a. Please could you also supply the start and end dates?

03/01/22 to 02/01/25.

Q4 b. If the devices are not covered under a support contract, how much does the AUDIT OFFICE spend on consumables in the last financial year?

N/a.

Q5. What is the total mono print volume per annum?

Approximately 611,000 pa.

Q6. What is the total colour print volume per annum?

Approximately 1.2M pa.

Q7. What is the number of A3 capable MFD's or Photocopiers within the force?

10 (same 10 as MFDs).

Q8. Do you lease/rent or purchase these devices?

Yes.

Q8 a. If leased/rented what is the annual lease/rent charge?

£40,000 pa.

Q9. Are these devices covered under a support and maintenance contract?

Yes, included in MFD monthly rental/lease charge.

Q10. What is the length of the A3 device support contract, if any?

3-years (see Q9).

Q10 a. Please could you also supply the start and end dates?

03/01/22 to 02/01/25.

Q10 b. If the devices are not covered under a support contract, how much does the AUDIT OFFICE spend on consumables in the last financial year?

N/a.

Q11. What is the total mono print volume per annum?

See Q.5.

Q12. What is the total colour print volume per annum?

See Q.6.

Q13. Does the AUDIT OFFICE use a managed print solution, if so, please could you identify this solution?

No.

Q13 a. Does the solution fall under the same contract as the MFDs or A4 devices as a fully managed solution?

No.

Q14. Which procurement route or framework was used to procure this service?

National Procurement Service.

Q15. Does the AUDIT OFFICE have one or more onsite print rooms?

No dedicated print rooms.

Q15 a. If the AUDIT OFFICE has an onsite print room, is this part of the contract for the MFDs?

N/a - see Q15.

Q15 b. How many staff work in the print room (s)?

N/a.

Q15 c. Please can you specify the devices/brand/model numbers of the print room devices, if any?

N/a.

Q15 d. If different from the MFD contract, what is the length of the print room device contract(s)?

N/a.

Q15 e. If applicable, what are the start and end dates for the Print Room contract(s)?

N/a.

Q15 f. If applicable, what is the annual lease/rent charge?

N/a.

Q16. If separate from the MFD contract, Which procurement route or framework was used to procure this contract(s)/service?

N/a.

Q17. What is the total mono MFD/copy volume per annum?

See Q.5.

Q18. What is the total colour MFD/copy volume per annum?

See Q.6.

Q19. Does the AUDIT OFFICE have any inbound/outbound mail solutions or service in place?

N/a.

Q19 a. If so, please could you detail this solution or service?

N/a.

Q20. Could the AUDIT OFFICE please confirm which content and document management solution is currently in situ?

N/a.

Q21. Who is the person(s) within the AUDIT OFFICE responsible for the MFD's, print contract(s)? Please could you provide their title and their contact details.

Business Services Procurement Partner, Business.Services@Audit.Wales

Q22. Who is the person(s) within the AUDIT OFFICE responsible for purchasing content and document management software? Please could you provide their title, and their contact details.

N/a.

If you have any queries, or questions about my handling of your request, please do not hesitate to contact me.

Yours sincerely,
Information Officer