

26/06/2023

CITB
Head Office
Sand Martin House
Bittern Way
Peterborough
PE2 8TY

Email: information.governance@citb.co.uk
www.citb.co.uk

Dear [REDACTED]

Freedom of Information Request: 052023

Following your email dated 26th May 2023 requesting the following:

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)
3. How many contracts does this entail and what's the award value for each?
4. When do these contracts expire and do they have any extensions?
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?
6. What is the total number of devices supplied?
7. What Managed Print Service software solution do you use?
8. How many Mono MFDs and Colour MFDs do you have?
9. What document management solution do you use?
10. What High Volume printing devices do you use?
11. Were any framework agreements used to procure the goods/services? If so, which ones?
12. Any documentation you can provide me with, e.g. the order form
13. What department is managing the contract and who's the decision-maker?
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?
15. What is the annual cost?
16. When is the renewal date?
17. Who is responsible for the contract?
18. Do you use any other PDF editing tools?

The response is as follows:

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)
The contract covers the supply and support of MFD's for printing and scanning operations.
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)
Xerox.
3. How many contracts does this entail and what's the award value for each?
A single contract is in place.
Value – c£50k per year
4. When do these contracts expire and do they have any extensions?
The current contract expires in November 2023.
There is no extension.
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?



c312K Mono, c416K Colour

6. What is the total number of devices supplied?
19
7. What Managed Print Service software solution do you use?
Equitrac
8. How many Mono MFDs and Colour MFDs do you have?
The disclosure of this information is considered commercially sensitive therefore we are obliged to apply an exemption to your request: Exemption 43 (2) (commercial interests) of the Freedom of Information Act 2000.
9. What document management solution do you use?
Sharepoint
10. What High Volume printing devices do you use?
None
11. Were any framework agreements used to procure the goods/services? If so, which ones?
LUPC
12. Any documentation you can provide me with, e.g. the order form
The disclosure of this information is considered commercially sensitive therefore we are obliged to apply an exemption to your request: Exemption 43 (2) (commercial interests) of the Freedom of Information Act 2000.
13. What department is managing the contract and who's the decision-maker?
We have an internal contracts and procurement team responsible for this.
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?
138
15. What is the annual cost?
c£23K
16. When is the renewal date?
15/01/2024
17. Who is responsible for the contract?
We have an internal contracts and procurement team responsible for this.
18. Do you use any other PDF editing tools?
No

If you are unhappy with this response, or you wish to complain about any aspect of the handling of your request, then you should contact me in the first instance. If informal resolution is not possible and you are still dissatisfied, then you may apply for an independent internal review by contacting Adrian Beckingham, Strategy and Policy Director, CITB, Sand Martin House, Bittern Way, Peterborough, PB2 8TY or email adrian.beckingham@citb.co.uk.

If you remain unhappy following an internal review, you may take your complaint to the Information Commissioner under the provisions of Section 50 of the Freedom of Information Act. You can raise a complaint with the ICO via their portal www.ico.org.uk/foicomplaints or by contacting them at



Information Commissioner's Office
Wycliffe House
Water Lane,
Wilmslow, Cheshire,
SK9 5AF
Tel: 0303 123 1113 (local rate)

Further details of the role and powers of the Information Commissioner can be found on the Commissioners website: <https://ico.org.uk/>

Yours sincerely
Jonathan Francis
Information Risk & Data Governance Manager