

**FOI 275/2015**

**REQUEST AND RESPONSE**

Please can you answer the following questions regarding your current MFD / Managed Print Service contract:

Q1. What are the contract start and end dates? Is there an extension period?

**A1. For Xerox MFD's:- (Dates based on order date) 9 of 09/01/14 for 5 years, 8 of 03/03/14 for 5 years, 1 of 29/05/14 for 5 years, 1 of 09/07/14 and 1 of 28/10/14 for 5 years. Extension detail unknown but normal practice allows the contracts to roll.**

Q2. How many MFD's do you currently have in use? How many desktop printers do you currently have in use?

**A2. 20 of the Xerox devices. There are a few legacy Ricoh contracts that others deal with. 134 Desktop printers**

Q3. What makes, models and specifications do you have in use?

**A3. Xerox, Ricoh, HP, Canon, Brother, Oki, Tally**

Q4. What are the current annual colour and mono print volumes for MFD and desktop printers?

**A4. 1008908 Black for Xerox MFD's 1127784 Colour for Xerox MFD's**

Q5. What is your approximate annual MFD spend?

**A5. £12550 for Xerox**

Q6. What is your approximate annual desktop printer spend including consumables and maintenance?

**A6. Nil for new devices Xerox consumable included in contract.**

Q7. Do you use Document and/or Record Management Software applications? If yes, which ones?

**A7. IDOX**

Q8. Do you employ mobile printing technologies and BYOD strategies?

**A8. No**

Q9. Do you operate a print room for high volume print or do you outsource?

**A9. Yes – Print Room**

Q10. Which department controls these contracts and projects? e.g. IT, ICT, Facilities, Procurement, etc.

**A10. IT for Xerox and Desktop hardware**

Q11. The person within the organisation responsible for this particular contract. Please confirm their contact details including name, job title, contact telephone number and direct email address?

**A11 for IT: Peter Perry, Senior IT Support Officer, 01255 686514, [pperry@tendringdc.gov.uk](mailto:pperry@tendringdc.gov.uk)**

Q12. Will you be using a framework agreement for the next contract or will you be doing your own procurement process? If using a framework, which one?

**A12. Likely to use Framework. Government Procurement Service Framework Agreement RM1599 –LOT 1,**

Q13. Will other organisations be included in this procurement process? If yes, which ones?

**A13. Not currently known as probably years away.**

Q14. Do you have a strategy to digitise documents and print less? If yes, please provide a brief overview.

**A14. Yes. Dual monitors in many cases to avoid prints for comparison purposes. Also massive reduction in desktop printers and fewer MFD's instead. Therefore lack of close proximity of printer leads to reductions. Digitising incoming mail is being progressed towards.**

Q15. Do you have an ICT security policy which includes MFD's and paper documents? If yes, please provide a brief overview.

A15. Yes.

Details in respect of the Council's software/applications relating to some IT security applications is being withheld as, having given due consideration to the data, we consider that disclosure of this information would potentially undermine our security arrangements.

In accordance with the provisions of the Freedom of Information Act 2000, Tendring District Council (TDC) is withholding the above mentioned information under the Law Enforcement exemption (Section 31 (1) (a)). This being "Information which is not exempt information by virtue of section 30 is exempt information if its disclosure under this Act would, or would be likely to, prejudice the prevention or detection of crime". TDC considers it is vital to safeguard the details of the crime prevention measures taken by this authority in relation to IT security and in this instance, the determination is that there is greater public interest in withholding the information detailed above than there is in releasing it into the public domain.