



United Kingdom Hydrographic Office

Admiralty Way
Taunton
Somerset
TA1 2DN

Telephone:
E-mail:
Website:

www.gov.uk/ukho

REF: FOI2017/07813

18 August 2017

Dear [REDACTED]

Thank you for your email of 04 August 2017 requesting information regarding our current printing expenditure.

I am treating your correspondence as a request for information under the Freedom of Information Act 2000 (FOIA).

A search for the information has now been completed within the UKHO, and I can confirm that all the information in scope of your request is held.

The information you have requested can be found below at annex A.

If you are not satisfied 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 the Information Rights Compliance team, Ground Floor, MOD Main Building, Whitehall, SW1A 2HB (e-mail CIO-FOI-IR@mod.uk). Please note that any request for an internal review must be made within 40 working days of the date on which the attempt to reach informal resolution has come to an end.

If you remain dissatisfied 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. Please note that the Information Commissioner will not investigate your case until the MOD internal review process has been completed. Further details of the role and powers of the Information Commissioner can be found on the Commissioner's website, <http://www.ico.org.uk>.

Yours sincerely,

UKHO Secretariat

1. Current printing and photocopier contract details?
 - a. Photocopiers/MFDs *Purchase Order 4500046068 - Managed Print Service*
 - b. Printers
 - c. Print room / reprographics
2. Companies awarded?
 - a. Photocopiers/MFDs *Canon (UK) Ltd*
 - b. Printers
 - c. Print room / reprographics
3. Length of contract/s and end dates?
 - a. Photocopiers/MFDs *Term: 5 years plus option of additional 2 years in increments of 1 year; total 7 years. End date: November 2018 (5 years).*
 - b. Printers
 - c. Print room / reprographics
4. Number of devices?
 - a. Photocopiers/MFDs *Currently 36 MFDs*
 - b. Printers
 - c. Print room / reprographics
5. Annual print/copy volume
 - a. Photocopiers/MFDs *Approximately 2 million pages*
 - b. Printers
 - c. Print room / reprographics
6. Annual spend?
 - a. Photocopiers/MFDs *Approximately £85k*
 - b. Printers
 - c. Print room / reprographics
7. Details on how these were procured. i.e. By Framework
 - a. Procurement method *By Framework*
 - b. If Framework, please state which one
GPS Framework Agreement RM1599
8. Do you have any print management software? If so, which software? *uniFLOW*
9. Do they supply you with any scanning software (additional to the software native to the device)? *n/a*
10. What Document Management solution/s do you currently use within your organization?
 - *Microsoft SharePoint*
 - *HP TRIM*
 - *Workshare Professional*
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 Acrobat Pro - We pay for an unlimited usage license*
 - *O2 Solutions PDF4NET/PDFView4Net - 6 licenses*
12. What is the name of the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please?
Ian Lankester
Supplier & Contract Manager
ian.lankester@ukho.gov.uk
13. How do you procure your print consumables/supplies?
Included in Managed Print Service contract

14. What is the annual spend on print consumables?

n/a

15 Do you use a framework to procure consumables?

n/a