



Trade Remedies  
Authority

Trade Remedies Authority  
North Gate House, 4th Floor  
21-23 Valpy Street  
Reading  
RG1 1AF

Ref: 004-22/23

27th September 2022

### **Freedom of Information Request: Multi-Functional Devices and printing/scanning services contract(s)**

Thank you for your email in which you requested the following information:

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?"

Under the Freedom of Information Act 2000 ('the Act'), you have the right to:

- know whether we hold the information you require
  - be provided with that information (subject to any exemptions under the Act which may apply).
1. What services are included in the contract(s)? (e.g. printing vs scanning etc)  
**The services included are printing, scanning and photocopying**
  2. Which supplier is delivering them? (If in-house, please confirm or if multiple providers please identify them)  
**Kyocera**
  3. How many contracts does this entail and what's the award value for each?  
**This is under one contract and the award value is £4,339**
  4. When do these contracts expire and do they have any extensions?  
**This contract would have expired in April 2022 but was extended by 36 months**
  5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?  
**Annual Mono is 1,276 clicks & Annual Colour is 5,784 clicks**
  6. What is the total number of devices supplied?  
**Two devices supplied**
  7. What Managed Print Service software solution do you use?  
**Kyocera Document Solutions**
  8. How many Mono MFDs and Colour MFDs do you have?  
**Two devices with both offering Mono & Colour printing**
  9. What document management solution do you use?  
**We do not use a document management solution**
  10. What High Volume printing devices do you use?  
**We do not offer a high-volume printing device**
  11. Were any framework agreements used to procure the goods/services? If so, which ones?  
**The service was procured prior to the establishment of the TRA. The Department for International Trade used the Crown Commercial Service – Framework Schedule 4, procurement process.**
  12. Any documentation you can provide me with, e.g., the order form  
[Multifunctional Devices, Managed Print and Content Services and Records and Information Management - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk/procurement/multifunctional-devices-managed-print-and-content-services-and-records-and-information-management-ccs)
  13. What department is managing the contract and who's the decision-maker?  
**Our Digital & Technology department and the Senior Technology IT Manager has direct oversight of this service**
  14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?  
**In total we have 22 Adobe Acrobat & Creative Cloud licenses**
  15. What is the annual cost?  
**£5,514 incl VAT**
  16. When is the renewal date?  
**July 2023**

**Appeals procedure**



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If you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original request and should be addressed to Knowledge and Information Management:

Knowledge and Information Management  
Trade Remedies Authority  
4<sup>th</sup> Floor, Northgate House  
21-23 Valpy Street  
Reading  
London  
RG1 1AF

Email: [InformationRights@traderemedies.gov.uk](mailto:InformationRights@traderemedies.gov.uk)

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Yours sincerely,

Information Rights

Trade Remedies Authority

E: [InformationRights@trade.remedies.gov.uk](mailto:InformationRights@trade.remedies.gov.uk)