



Homes
England

Date: 23 June 2023

Our Ref: RFI4354

Tel: 0300 1234 500

Email: infogov@homesengland.gov.uk

██████████
By Email Only

Information Governance Team
Homes England
Windsor House
6th Floor
42-50 Victoria Street
London
SW1H 0TL
United Kingdom

Dear ██████████

RE: Request for Information – RFI4354

Thank you for your request for information which was processed in accordance with the Freedom of Information Act 2000 (FOIA).

You requested the following information:

I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)

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?*

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Response

We can confirm that we do hold some of the requested information. We will address your questions in turn below.

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)

The Multi-Functional Devices (MFDs) are capable of both print and scanning functionality. Xerox is the provider of this service.

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?

This entails one contract (Print Service framework – CCS RM3781 Lot 2) at £375,000 over 5 years. This expires in January 2024 and does not have any extensions.

5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?

Mono – 128,330

Colour – 221,670

Total – 385,000

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?

26 MFDs are supplied nationally, and the Managed Print Service software solution used is Xerox supply XPS software (XML Paper Specification software). All MFDs are both Mono and Colour, which is a total of 26.

9. What document management solution do you use?

We do not use a document management solution and can therefore confirm that we do not hold this information.

10. What High Volume printing devices do you use?

We use two models, AltaLink 8035 and 8050.



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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

Print Service framework – CCS RM3781 Lot 2 was used to procure the goods/services. We do not hold any documentation, such as an order form.

13. What department is managing the contract and who's the decision-maker?

The Crown Commercial Service manages the contract.

14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?

We have 370 Adobe pro licenses.

15. What is the annual cost?

The annual cost is £35,372.

16. When is the renewal date?

17. Who is responsible for the contract?

18. Do you use any other PDF editing tools?

We hold some of this information. The renewal date is 31 March 2024, and we do not use any other PDF editing tools. We hold information on who is responsible for the contract, however we are withholding this under Section 40(2) of the FOIA.

Section 40 – Personal information

We are withholding information on the grounds that it constitutes third party personal data and therefore engages section 40(2) of the FOIA.

To disclose personal data, such as names, contact details, addresses, email addresses and personal opinions could lead to the identification of third parties and would breach one or more of the data protection principles.

Section 40 is an absolute exemption which means that we do not need to consider the public interest in disclosure. Once it is established that the information is personal data of a third party and release would breach one or more of the data protection principles, then the exemption is engaged.

The full text in the legislation can be found on the following link:



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<https://www.legislation.gov.uk/ukpga/2000/36/section/40>

Right to Appeal

If you are not happy with the information that has been provided or the way in which your request has been handled, you may request an internal review. You can request an internal review by writing to Homes England via the details below, quoting the reference number at the top of this letter.

Email: infogov@homesengland.gov.uk

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Your request for review must be made in writing, explain why you wish to appeal, and be received within 40 working days of the date of this response. Failure to meet this criteria may lead to your request being refused.

Upon receipt, your request for review will be passed to an independent party not involved in your original request. We aim to issue a response within 20 working days.

You may also complain to the Information Commissioner's Office (ICO) however, the Information Commissioner does usually expect the internal review procedure to be exhausted in the first instance.

The Information Commissioner's details can be found via the following link:

<https://ico.org.uk/>

Please note that the contents of your request and this response are also subject to the Freedom of Information Act 2000. Homes England may be required to disclose your request and our response accordingly.

Yours sincerely,

The Information Governance Team
For Homes England