**Request Reference: 16171542**

**Date received: 22 February 2017**

**Date response sent: 20 March 2017**

**Please could you provide the following information in relation to Photocopiers,**

**Multi-Functional Devices and Desktop Printers:**

**1. Type of current contract details?**

 Managed print service

**2. Name of companies awarded?**

 Xerox

**3. What is the length of contract/s and end dates?**

 5 year contract started April 2016

**4. Number of devices?**

 74

**5. Estimated annual print/copy volume**

 4,000,000 mono – 1,000,000 colour

**6. What is the annual spend?**

 Approx. £100,000.00

**7. Please provide details on how these were procured. i.e.– By Framework**

**a. Procurement method that’s used**

 Mini competition within framework

**b. If Framework, please state which one**

 CCS - RM1599

**8. Do you have any print management software? If so, which software?**

 Ciratto

**9. Do they supply you with any scanning software (additional to the software native to the device)?**

 No

 **If so, which software?**

 N/A

**10. What Document Management solution/s do you currently use within your organization?**

 Civica

**11. Do you have any managed cloud hosting solution? If so which software / provider?**

 No

**12. Do you have any mobile print software? If so, which software?**

 Xerox mobile print

**13. Who is the person within your organization responsible for the MFD’s and the contract(s), what is their title, and their contact details?**

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