

Information Governance Department

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Ref: FOI/2023/9071

Date Received: 20th July 2023

Response Due: 17th August 2023

Date: 1st September 2023

Dear Sir/Madam

You asked:

I would like to make a request for the following information relating to the ICB'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)**

Printing and scanning

- 2. Which supplier is delivering them? (If in-house, please confirm or if multiple providers please identify them)**

Xerox

- 3. If the supplier is not the manufacturer, which manufacturer are the devices?**

N/A

- 4. How many contracts does this entail and what's the award value for each?**

£1,4mil total value.

The Trust cannot provide the number of contracts and the value for each as this would be commercially sensitive.

Section 43(2) - Commercial interests.

(2) Information is exempt information if its disclosure under this Act would, or would be likely to, prejudice the commercial interests of any person (including the public authority holding it).

Section 43(2) is a qualified exemption and subject to the prejudice test and the public interest test. Under the prejudice test we have to consider if disclosure of this information would, or would be likely to, prejudice our commercial interests or the commercial interests of a third party.

Consideration is also given to the harm disclosing this information would be likely to cause, combined with other information already in the public domain (mosaic effect) or possibly released at a future date (precedent effect). The public interest test considers and balances the public interest in disclosing this information against the public interest in not disclosing this information and uses this assessment to decide whether there is sufficient justification in withholding this information under this exemption.

Information disclosed under the FOIA is considered to be public information, and while there is a presumption towards disclosure, consideration needs to be given as to who will have access to this information beyond the requestor and the purposes for which they could use the information.

Prejudice to commercial interests

The Trust has examined the impact of releasing the information withheld under Section 43 (2) in order to decide if disclosure would be likely to prejudice our commercial interests or the commercial interests of a third party. The information required to provide a response to this question is contractually confidential and would be likely to prejudice the commercial interests of ourselves and those who intend to tender for this service.

5. When do these contracts expire and do they have any extensions?

19/10/2023

The Trust has a 12 month extension to take if required.

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

This varies month to month but on average since January 23 we have used 891,158 per month mono and 579,122 per month colour.

7. What is the total number of devices supplied (split by Desktop Printer and Multi-Functional Device)?

59% Mono 41% colour

8. What Managed Print Service software solution do you use?

Xerox

9. How many Mono MFDs and Colour MFDs do you have?

Mono 292

Colour 206

10. What document management solution do you use?

Ysoft

11. What High Volume printing devices do you use?

C8170V_F

12. Were any framework agreements used to procure the goods/services? If so, which ones?

Crown Commercial Services (CCS) RM3781 Multifunctional Devices Managed Print

13. Any documentation you can provide me with, e.g. the order form

This is contractual information and therefore we would not share this.

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

IT services manage the contract, alongside Procurement where needed. There is no one decision maker, the decision would be made by various stakeholders.

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

Reader approx. 5300, Professional approx - 15

16. What is the annual cost?

approx. £2500

17. When is the renewal date?

April 2024

18. Who is responsible for the contract?

Dan Buckingham

19. Do you use any other PDF editing tools?

None

20. Do you have a Hybrid Mail contract and when is the contract end date?

Yes we have hybrid mail, the contract ends Aug 2024 with 2 x 12 month extension options

21. Who at the Trust is responsible for the HM contract?

Trust wide

If you are not entirely satisfied with this response, please do not hesitate to contact the Information Governance Department via the email address provided. If we do not hear from you within 40 days, we will assume that we have been able to accommodate your request under the Freedom of Information Act 2000.

Yours sincerely,



Tabitha Gardner
Chief Finance Officer

PLEASE NOTE:

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you should write to: Information Governance Department, Wrightington, Wigan and Leigh NHS Foundation Trust, Suite 9, Buckingham Row, Brick Kiln Lane, Wigan, WN1 1XX.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commissioner for a decision at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire, SK9 5AF
Helpline number: 0303 123 111