

12 September 2024

Our Ref: FOI 511

Request

We received your request on 04 September 2024 for information about:

Multi-Functional Devices and printing/scanning services contract(s).

Your request has been handled under the Freedom of Information Act 2000 (FOIA).

Our response

NIHE utilises access to a Northern Ireland wide Enterprise Shared Services Agreement with a principal body called IT Assist. In doing so this means that services are wrapped and shared across multiple government sites and Departments. Services such as Multi-Functional Devices and Printing/Scanning Services are procured through the Enterprise Shared Services agreement with IT Assist: email foi@finance-ni.gov.uk.

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)

Please see response above. Specific detail on what is included in the contract would need to be directed to ITAssist email foi@finance-ni.gov.uk who own and manage the contract.

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

Specifics on the contract details would need to be directed to ITAssist who are the contract owners.

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

This question would need to be directed to ITAssist who are the contract owners.

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

This detail would need to be provided by IT Assist

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

Annual Mono – 5,562,164

Annual Colour – 2,031,168

6. What is the total number of devices supplied? ***Devices leased to NIHE is 198***

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

This would need to be raised with IT Assist

8. How many Mono MFDs and Colour MFDs do you have? **There is no breakdown, all the MFDs print in colour & B&W.**

9. What document management solution do you use?

We make use of the built in DMS within the printer. Further detail on this would need to be answered by IT Assist.

10. What High Volume printing devices do you use? **Xerox D110 & Xerox Versant 3100**

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

CPD Framework

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? **In response to point 10 & 11, we are out of contract. Contracts are managed by the NIHE IT Dept /Contract Manager.**

Note: ICT goods and service contracts once established will be advertised in line with

Public Procurement Regulations and will appear on eTendersNI.

IT Assist will need to provide detail on the contracts owned and managed by them.

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

- **All Staff have Adobe Reader licence**
- **Professional licences – Circa. 300**

15. What is the annual cost? **£123.000 this is a one off cost**

16. When is the renewal date? **See response to question 15.**

17. Who is responsible for the contract? **Licenses are procured through IT Assist**

18. Do you use any other PDF editing tools? **No.**

This concludes our response.