

## IT

### Request

I am emailing to get the following information from you:

1. The number of people currently employed across the organisation?
2. Who supplies your multifunctional devices (Printer/Copier/Scanners) across organisation?
3. What make of MFD (printers/copiers/scanners) across the organisation?
4. How many multifunctional devices, printers, copiers, scanners are there across the organization?
5. When is the contract for this hardware due to end?
6. What print management software's do you use across the organisation?
7. What scanning software's do you use across the organisation?
8. What PDF software's do you use across the organisation?
9. How much do you spend on PDF software's across the organisation?
10. What is the overall cost of the managed print service contract (if you have one)?
11. What document management software's/systems do you use across the organisation?
12. Also could you include the name, title, contact number, and email address for the people responsible for managing the print estate in the organisation?

### Our Response

1. We currently employ 5298 substantive staff
2. XMA and Canon
3. HP, Dell and Canon MFDs. We also use individual Fujitsu SnapScan scanners.
4. We have 106 Canon copiers/MFDs recorded as being currently under a lease arrangement. There may be other unrecorded machines out of lease, and not against official orders. No records are kept centrally of the number of devices in total across the Trust. We estimate that to locate and retrieve this information would exceed the appropriate costs limit under Section 12 of the Freedom of Information Act 2000.
5. Please refer to national Government framework <http://gps.cabinetoffice.gov.uk/> RM 1692 is due to expire 05.07.14.
6. We use only the device drivers that come directly from the MFD manufacturer
7. We use the software that comes from the MFD supplier, we don't have centralized scanning software. We do also use Fujitsu snapscan software for personal individual scanners.
8. Cute PDF/Adobe Acrobat
9. The Trust spent £5829.68 + VAT in 2012/13.
10. The Trust does not have a managed print service.
11. The Trust does not have a pan-organisation document management system although does use Microsoft SharePoint for specific projects and meeting papers. Our mental health services use a Microsoft Active Directory/File & Print solution and one of our Trust patient systems (TPP SystemOne) stores scanned clinical correspondence also.
12. This is managed on a team by team basis within the Trust. We do not have this information in a format that is easily retrievable and to locate and extract this information would, we estimate, exceed the appropriate costs limit under Section 12 of the Freedom of Information Act 2000.