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12<sup>th</sup> March 2018

## Freedom of Information Request – Ref: FOI 286-1718

Thank you for your recent Freedom of Information request about print services. Please find the Trust's response below.

- 1) Does the organisation have a managed print service? – **No**
  - a. If so please state the name of the supplier used – **N/A**
- 2) Contract end date – **N/A**
- 3) Total annual cost (2016/17) - **N/A**
- 4) Please provide the details of individual responsible for authorising/signing the contract for the organisations procurement of printer devices – please provide the following –
  - a. Name – **The individual signing the contract would be dependent on the value of the contract**
  - b. Job Title - **N/A**
  - c. Maximum Sign-off - **N/A**

### Infrastructure

- 5) How many printer devices does the NHS organisation have? – **117**
- 6) Please provide a breakdown of the number of printers by the following types of devices:
  - a. MFDs (floor standing A3/A4 MFDs) - **117**
  - b. Networked Printers (A4 printers, desktop MFDs) - **0**
  - c. Personal Printers (A4 inkjet and small all in one devices not networked) - **0**
- 7) How many staff within the organisation use IT services and can print to printers and MFDs? incl. all staffing groups e.g IT, doctors, admin, secretaries etc. – **All**
- 8) What is the total number of pages produced per member of staff, each month? – **Average per user = 342**
- 9) What is the estimated % of pages printed in colour each month? – **29.85%**

### Supply & Operational Costs

- 10) How much does it cost the NHS organisation to process a consumable transaction? *ie. This should include all costs associated to raising a purchase order; raising a requisition, budgetary approval, choosing the source, raising the physical purchase order, communicating it to the supplier, receiving the goods or services, reconciling the purchase order and invoice, approving the invoice for payment, paying the invoice and archiving the documents.* **The Trust does not hold this information.**
- 11) What is the cost per call to the provider's help desk/service desk? – **£10**
- 12) What is your power cost per kWh for 2016/17? - **10p per KWH**  
*This represents the cost that the organisation pays for electricity divided by the total electricity consumed (kWh)*
- 13) What is the average capital write-down, lease or rental period for the printers & MFDs within the organisation (e.g. 3, 4, 5 years)? – **5 years**

- 14) Does the organisation use non-original equipment manufacturer (non-OEM) consumables? If so, what savings has the organisation achieved through these purchases? – **No**
- 15) Has the trusted funded (either through capital or external financing) any projects relating to the procurement of printer devices?
- If so, how much has the organisation invested? **£nil to date in 17/18**
  - What is the expected/planned annual savings for the project? **N/A due to £0 spend to date in 17/18**

Should you have any queries in relation to our response in this letter, please do not hesitate to contact me. If you are unhappy with the response you have received in relation to your request and wish to ask us to review our response, you should write to:-

Anna Hilditch  
Assistant Trust Secretary,  
2gether NHS Foundation Trust  
Rikenel  
Montpellier  
GLOUCESTER GL1 1LY  
Tel: 01452 894165  
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If you are not content with the outcome of any review, you may apply directly to the Information Commissioner's Office (ICO) for further advice/guidance. Generally, the ICO will not consider your case unless you have exhausted your enquiries with the Trust which should include considering the use of the Trust's formal complaints procedure. The ICO can be contacted at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Yours sincerely,

*Lisa Evans*

**LISA EVANS**  
**Information Governance Officer**  
**2gether NHS Foundation Trust**

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or write to: OPSI, 102 Petty France, London SW1H 9AJ.