

Information Governance

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12 February 2024

Our reference: FOI DA5120

I am responding to your request for information received 19 December 2023. I am sorry for the delay in responding to your request. This has been treated as a request under the Freedom of Information Act 2000.

I am now enclosing a response which is attached to the end of this letter. Please do not hesitate to contact me on the contact details above if you have any further queries.

Yours sincerely,

Information Rights Coordinator

If you are dissatisfied with the Trust's response to your FOIA request then you should contact us and we will arrange for an internal review of this decision.

If you remain dissatisfied with the decision following our response to your complaint, you may write to the Information Commissioner for a decision under Section 50 of the Freedom of Information Act 2000. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113
Web: www.ico.org.uk

Please note that the data supplied is not allowed to be re-used and/or published without the explicit consent of East London NHS Foundation Trust. Please contact the signatory to request permission if this is your intention



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'what matters' to everyone, achieve a better quality
of life and continuously improve our services.
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Interim Chief Executive Officer: Lorraine Sunduza
Chair: Eileen Taylor

Request: I would like to make a request for the following information relating to your current Multi-Functional Devices and printing/scanning services contract(s).

Question 1: What services are included in the contract(s)? (e.g. printing, scanning, copying)

Answer: The contracts include the following services - onsite and offsite printing services, hybrid mail services to enable staff to print and post letters offsite.

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

Answer: The Trust has reviewed question 2 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:
(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

Question 3 (Printing services)

<https://www.elft.nhs.uk/sites/default/files/2022-09/ANON%20Response%20-%20FOI%20DA4199.pdf>

Question 6b (Hybrid mail Services)

<https://www.elft.nhs.uk/sites/default/files/2022-09/ANON%20Response%20-%20FOI%20DA4208.pdf>

Question 3: If the supplier is not the manufacturer, which manufacturer are the devices?

Answer: Apogee uses Hewlett Packard printers. Xerox use their own branded equipment.

Question 4: How many contracts does this entail and what is the award value for each?

Answer: Please see table below:

Supplier	Number of contracts	Value of contract
Apogee	One	£192,000 per annum (approx.)
Xerox	One	£400,000 per annum (approx.)

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

Answer: The Trust has reviewed question 5 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:
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The information requested is accessible here:

Question 2



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<https://www.elft.nhs.uk/sites/default/files/2022-09/ANON%20Response%20-%20FOI%20DA4188.pdf>

The contract end date for Xerox is 29 April 2024.

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

Answer: The Trust has reviewed question 6 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

Question 11

<https://www.elft.nhs.uk/sites/default/files/2023-06/ANON%20Response%20-%20FOI%20DA4684.pdf>

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

Answer: The Trust has reviewed question 7 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

Question 7 and 9.

<https://www.elft.nhs.uk/sites/default/files/2023-06/ANON%20Response%20-%20FOI%20DA4684.pdf>

Question 8: What Print Management Software solution do you use?

Answer: The Trust uses the Ciratto software.

Question 9: How many Mono MFDs and Colour MFDs do you have?

Answer: The Trust has a total of 494 mono MFDs and zero colour MFDs.

Question 10: How many mono printers and colour printers do you have

Answer: The Trust has 494 mono printers and approximately 40 colour printers.

Question 11: What document management solution do you use?

Answer: The Trust has reviewed question 11 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:

(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.



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The information requested is accessible here:

https://www.elft.nhs.uk/sites/default/files/2022-01/anon_response_-_foi_da3896.pdf

Question 12: What High Volume printing devices do you use?

Answer: None.

Question 13: Were any framework agreements used to procure the goods/services? If so, which ones?

Answer: London Procurement Partnership (LPP) for Apogee.
Crown Commercial Service (CCS) for Xerox.

Question 14: Any documentation you can provide me with, e.g. the order form

Answer: See Appendix 1.

Question 15: What department is managing the contract and who is the decision-maker?

Answer: Procurement Department.
Dr Mohit Venkataram, Executive Director of Commercial Development.

Question 16: How many Adobe Acrobat (standard, professional and reader) licenses do you have?

Answer: The Trust has reviewed question 16 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not hold the information requested and is therefore unable to provide a response.

Question 17: What is the annual cost?

Answer: The Trust has reviewed question 17 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 1(1) of the Freedom of Information Act 2000 states:

*Any person making a request for information to a public authority is entitled—
(a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not hold the information requested and is therefore unable to provide a response.

Question 18: When is the renewal date?

Answer: The Trust has reviewed question 18 of your request for information under the Freedom of Information Act (FOI) 2000.



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(b) if that is the case, to have that information communicated to them.*

East London NHS Foundation Trust does not record the information requested and is therefore unable to provide a response.

Question 19: Who is responsible for the contract?

Answer: Dr Mohit Venkataram, Executive Director of Commercial Development.

Question 20: Do you use any other PDF editing tools?

Answer: No.

Question 21: Do you have a Hybrid Mail contract and if so, who is the supplier?

Answer: The Trust has reviewed question 21 of your request for information under the Freedom of Information Act (FOI) 2000.

Section 21(1) of the FOI Act states:
(1) Information which is reasonably accessible to the applicant otherwise than under section 1 is exempt information.

The information requested is accessible here:

Question 6b

<https://www.elft.nhs.uk/sites/default/files/2022-09/ANON%20Response%20-%20FOI%20DA4208.pdf>

Question 22: When is the contract end date for your Hybrid Mail contract?

Answer: Expiry date - 29 April 2024.

Question 23: Who at the Trust is responsible for the HM contract?

Answer: Dr Mohit Venkataram, Executive Director of Commercial Development.



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