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King's Mill Hospital
Mansfield Road
Sutton in Ashfield
Nottinghamshire
NG17 4JL

RE: Freedom of Information Request

Tel: 01623 622515
Join today: www.sfh-tr.nhs.uk

31st October 2023

Dear Sir/Madam

With reference to your request for information received on 27th September 2023, I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information you have requested. A response to each part of your request is provided below.

In your request you asked:

- 1. What services are included in the contract(s)? (e.g. printing, scanning, copying)**
Printing, Scanning and Copying.
- 2. Which supplier is delivering them? (If in-house, please confirm, if multiple providers please identify them)**
Specialist Computer Centre PLC
- 3. If the supplier is not the manufacturer, which manufacturer are the devices?**
RICOH and HP
- 4. How many contracts does this entail and what is the award value for each?**
One Contract £290,000.00
- 5. When do these contracts expire and do they have any extensions?**
Expires 2024 with 2 years extension.
- 6. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?**
Mono 18,318,098 and Colour 2,769,155
- 7. What is the total number of devices supplied (split by Desktop Printer and Multi-Functional Device)?**
117 MFD and 182 Desktop
- 8. What Print Management Software solution do you use?**
Cirros
- 9. How many Mono MFDs and Colour MFDs do you have?**
117 MFD's are Mono and Colour.
- 10. How many mono printers and colour printers do you have?**
39 Colour and 143 Mono

Home, Community, Hospital.

Patient Experience Team
01623 672222
sfh-tr.pet@nhs.net



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Chair Claire Ward
Chief Executive Paul Robinson

- 11. What document management solution do you use?**
Inepro
- 12. What High Volume printing devices do you use?**
IMC6500 RICOH
- 13. Were any framework agreements used to procure the goods/services? If so, which ones?**
Yes H.T.E ICT Solutions Framework
- 14. Any documentation you can provide me with, e.g. the order form**
N/A
- 15. What department is managing the contract and who is the decision-maker?**
Procurement
- 16. How many Adobe Acrobat (standard, professional and reader) licenses do you have?**
Free Acrobat Reader available to all users.
- 17. What is the annual cost?**
N/A
- 18. When is the renewal date?**
N/A
- 19. Who is responsible for the contract?**
N/A
- 20. Do you use any other PDF editing tools?**
Kofax Power PDF
- 21. Do you have a Hybrid Mail contract and if so, who is the supplier?**
Synertec
- 22. When is the contract end date for your Hybrid Mail contract?**
September 2025
- 23. Who at the Trust is responsible for the HM contract?**
Estates and Facilities Department

I trust this information answers your request. Should you have any further enquiries or queries about this response please do not hesitate to contact me. However, if you are unhappy with the way in which your request has been handled, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to: Sally Brook Shanahan, Director of Corporate Affairs, King's Mill Hospital, Mansfield Road, Sutton in Ashfield, Nottinghamshire, NG17 4JL or email sally.brookshanahan@nhs.net.

If you are dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office, who will consider whether we have complied with our obligations under the Act and can require us to remedy any problems. Generally, the Information Commissioner's Office cannot decide unless you have exhausted the internal review procedure. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/your-data-matters/official-information/>.

Complaints to the Information Commissioner's Office should be sent to FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 1231113, email casework@ico.org.uk.

If you would like this letter or information in an alternative format, for example large print or easy read, or if you need help with communicating with us, for example because you use British Sign Language, please let us know. You can call us on 01623 672232 or email sfh-tr.foi.requests@nhs.net.

Yours faithfully

Information Governance Team

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the licence conditions must be met. You must not re-use any previously unreleased information without having the consent from Sherwood Forest Hospitals NHS Foundation Trust. Should you wish to re-use previously unreleased information then you must make your request in writing. All requests for re-use will be responded to within 20 working days of receipt.