Dear

Freedom of Information Response (Our Ref: K/21/312)

Thank you for your Freedom of Information (FOI) request dated 14 June 2021, reference K/21/312.

Your request read:

“I would therefore be grateful if you would provide details of your current contract covering reprographics/print arrangements as follows
1. Number of MFDs (Multi-functional devices) & photocopiers at University of Leeds
2. Name of incumbent
3. Start/end date of contract
4. Details of any extension options
5. Is this a managed service
6. What framework used
7. Number of regular/desktop printers (in addition to above)
8. Is there a support contract on above, if yes state start/end date
9. Does the university have a Print Room
10. If yes, name of supplier, number of devices and start/end date of contract, also details of any extension options
11. What print software does the university run
12. Who supplies your outsourced print requirements
13. Start/end date of contract
14. Name of person responsible for print at the university”

The University of Leeds holds this information. For your convenience we have set out our response to each of your questions in turn below.

1. **Number of MFDs (Multi-functional devices) & photocopiers at University of Leeds**
   Approximately 400 MFDs

2. **Name of incumbent**
   Konica Minolta

3. **Start/end date of contract**
   October 2016 – October 2021

4. **Details of any extension options**
   1 year

5. **Is this a managed service**
6. What framework used
CCS framework

7. Number of regular/desktop printers (in addition to above)
We do not hold a record of this. Desktop printers can be purchased individually by teams and as such there is no need for us to keep a central record.

8. Is there a support contract on above, if yes state start/end date
There is no support contract.

9. Does the university have a Print Room
Yes

10. If yes, name of supplier, number of devices and start/end date of contract, also details of any extension options
The print room service is provided in-house. As such there is no contract associated with it. There are five devices within the print room.

11. What print software does the university run
Ricoh's

12. Who supplies your outsourced print requirements
We use the NEUPC Print Solutions Framework suppliers

13. Start/end date of contract
1 July 2018 to 30 June 2022

14. Name of person responsible for print at the university
Lisa Mitchell

We hope this information is helpful. If you have any questions about this email, however, please do not hesitate to contact us on foi@leeds.ac.uk

If you are unhappy with the service you have received in relation to your request and wish to make a complaint or request a review of our decision, you can request an Internal Review. Requests for Internal Review should be made in writing using the following contact information:

Post: Mr D Wardle
Deputy Secretary
The University of Leeds
Leeds
LS2 9JT

Email: foi@leeds.ac.uk
Requests for Internal Review should be submitted within 40 working days of receiving the University’s response to your request. Further information about how the University manages Freedom of Information requests and about our complaints procedure is also available on our website (www.leeds.ac.uk).

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review/complaints procedure provided by the University. The Information Commissioner can be contacted at: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Yours sincerely

Chloe Wilkins
Freedom of Information Officer

Secretariat
University of Leeds