



[REDACTED]

7 September 2023

Dear [REDACTED],

**Freedom of Information request: FOI2023/00607**

Thank you for your Freedom of Information request received on the 11 August in which you requested the following:

**Your request:**

*I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)*

1. *What services are included in the contract(s)? (e.g. printing vs scanning etc)*
2. *Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)*
3. *How many contracts does this entail and what's the award value for each?*
4. *When do these contracts expire and do they have any extensions?*
5. *What is the annual volumetric data (split by Annual Mono and Annual Colour print)?*
6. *What is the total number of devices supplied?*
7. *What Managed Print Service software solution do you use?*
8. *How many Mono MFDs and Colour MFDs do you have?*
9. *What document management solution do you use?*
10. *What High Volume printing devices do you use?*
11. *Were any framework agreements used to procure the goods/services? If so, which ones?*
12. *Any documentation you can provide me with, e.g. the order form*
13. *What department is managing the contract and who's the decision-maker?*
14. *How many Adobe Acrobat (standard, professional and reader) licenses do you have?*
15. *What is the annual cost?*
16. *When is the renewal date?*
17. *Who is responsible for the contract?*
18. *Do you use any other PDF editing tools?*

**Our response**

I can confirm that UK Research and Innovation (UKRI) holds some information relevant to your request. Please see the information below.

We note that you sent the same request to several research councils; please note that all research councils, Innovate UK and Research England have been brought together under UK Research and Innovation (UKRI) as of April 2018. As this is the case, all your requests have been collated into a single request under UKRI. The information provided relates to UKRI's main offices and STFC sites.

**1.What services are included in the contract(s)? (e.g. printing vs scanning etc)**

The contract provides for Multi-Function Devices (MFDs) which includes printing, scanning fax/email.

**2.Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)**

Konica Minolta at UKRI's main office sites and Kyocera at STFC sites.

**3. How many contracts does this entail and what's the award value for each?**

There is one Konica Minolta contract for UKRI main office sites with an award value of £155,729.08 over 3 years, and one Kyocera contract with an award value of £16,556.43 for STFC sites.

**4. When do these contracts expire and do they have any extensions?**

The start and end dates for all Konica Minolta Printers/MFDs/Print room contracts for UKRI main offices are 18/06/23 – 17/06/26. The Kyocera contract agreement for STFC sites is due for review in 2027.

**5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?**

This information is not held but both contracts are for all colour MFDs.

**6. What is the total number of devices supplied?**

44 at UKRI main office sites and 77 at STFC sites.

**7. What Managed Print Service software solution do you use?**

Our Printing software is supplied by Konica Minolta at UKRI main office sites which is ending with the current contract, and Papercut for Kyocera which ends in 2028 for STFC sites.

**8. How many Mono MFDs and Colour MFDs do you have?**

All are Colour MFDs

**9. What document management solution do you use?**

Scanned documents are saved into SharePoint or network drives.

**10. What High Volume printing devices do you use?**

Bizhub C650i, Bizhub C300i, Bizhub C308, Bizhub C658E for Konica Minolta.  
This information is not held for Kyocera.

**11. Were any framework agreements used to procure the goods/services? If so, which ones?**

Both contracts were placed under CCS RM6174, Lot 2 for Konica Minolta and for Kyocera.

**12. Any documentation you can provide me with, e.g. the order form**

Information related to both contracts is available in the public domain on contracts finder for [Kyocera](https://www.contractsfinder.service.gov.uk/notice/2099f505-ec27-4889-b279-f9802c601780?origin=SearchResults&p=1)<sup>1</sup> and [Konica Minolta](https://www.contractsfinder.service.gov.uk/notice/628a177f-a5ad-4c48-aa60-7c4c6c02490a?origin=SearchResults&p=1)<sup>2</sup>

As this information is in the public domain, we consider that Section 21 - Information already reasonably accessible, of the FOIA would apply and have provided the relevant links above. Section 21 is an absolute exemption which means that there is no requirement to conduct a public interest test.

**13. What department is managing the contract and who's the decision-maker?**

The Contract Manager, IT Support and the Head of Procurement are responsible for managing the Konica Minolta contract and STFC RAL Space for the Kyocera contract.

<sup>1</sup> <https://www.contractsfinder.service.gov.uk/notice/2099f505-ec27-4889-b279-f9802c601780?origin=SearchResults&p=1>

<sup>2</sup> <https://www.contractsfinder.service.gov.uk/notice/628a177f-a5ad-4c48-aa60-7c4c6c02490a?origin=SearchResults&p=1>

**14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?**

1,230 licenses

**15. What is the annual cost?**

£69,598.30 (Excl VAT)

**16. When is the renewal date?**

28<sup>th</sup> Sept 2025

**17. Who is responsible for the contract?**

DDaT Contract Management

**18. Do you use any other PDF editing tools?**

No

If you have any queries regarding our response or you are unhappy with the outcome of your request and wish to seek an internal review of the decision, please contact within the next 40 working days:

Head of Information Governance

Email: [foi@ukri.org](mailto:foi@ukri.org)

Please quote the reference number above in any future communications.

If you are still not content with the outcome of the internal review, you may apply to refer the matter to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the review procedure provided by UKRI. The Information Commissioner can be contacted at: [www.ico.org.uk](http://www.ico.org.uk).

If you wish to raise a complaint regarding the service you have received or the conduct of any UKRI staff in relation to your request, please see UKRI's complaints policy: <https://www.ukri.org/about-us/policies-and-standards/complaints-policy/>

Yours sincerely,

Information Governance  
Information Rights Team  
UK Research and Innovation  
[foi@ukri.org](mailto:foi@ukri.org) | [dataprotection@ukri.org](mailto:dataprotection@ukri.org)