

**From:** [Hendry, Angela](#)  
**To:** [REDACTED]  
**Subject:** FOI Acknowledgment  
**Date:** 31 August 2022 14:40:00  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Dear [REDACTED]

**Ref: 82171/22**

Thank you for your request for information, dated 25<sup>th</sup> August 2022, under the Freedom of Information Act 2000.

You requested:

**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?**

The Commission aims to respond promptly and within the statutory deadline of 20 working days set by the Freedom of Information Act 2000. Please expect a response by 22<sup>nd</sup> September 2022.

In some cases, a fee may be payable and if that is the case I will let you know. A fees notice will be issued to you, and you will be required to pay before I will proceed to deal with your request.

If you have any further query, please do not hesitate to contact me on the details provided below. Please remember to quote the reference number above in any future communications.

### **Privacy Statement**

When we receive a complaint from a person we make up an electronic file containing the details of the complaint. This normally contains the identity of the complainant and any other individuals involved in the complaint.

We will only use the personal information we collect to process the complaint and to check on the level of service we provide. We do compile and publish statistics showing information like the number of complaints we receive, but not in a form which identifies anyone.

We will keep personal information contained in complaint files in line with our retention policy. This means that information relating to a complaint will be retained for three years from closure. It will be retained in a secure environment and access to it will be restricted according to the 'need to know' principle.

Similarly, where enquiries are submitted to us we will only use the information supplied to us to deal with the enquiry and any subsequent issues and to check on the level of service we provide.

**Emails** - Any email sent to us, including any attachments, may be monitored and used by us for reasons of security and for monitoring compliance with office policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

You can find out more about how we collect and use personal information here (<http://www.lgbce.org.uk/about-us/privacy>). If you don't want us to handle your information, please email us to let us know.

Yours sincerely,

Angela

**Angela Hendry**  
**Office Manager and HR Lead**

1<sup>st</sup> Floor, Windsor House  
50 Victoria Street  
London SW1H 0TL



The  
Local Government  
Boundary Commission  
for England



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**From:** [Hendry, Angela](#)  
**To:** [REDACTED]  
**Subject:** FOI Response  
**Date:** 13 September 2022 15:59:00  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)

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Dear [REDACTED]

**FOI Ref: 82171/22**

Thank you for your request under the Freedom of Information Act 2000 which we received on 25 August 2022. Please see responses highlighted below.

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)  
**Printing, scan to email, printer supplies (toner etc)**
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)  
**Ricoh**
3. How many contracts does this entail and what's the award value for each?  
**One. £1000**
4. When do these contracts expire and do they have any extensions?  
**September 2025**
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?  
**Unknown. Contract commenced in September so no volume data is available**
6. What is the total number of devices supplied?  
**One**
7. What Managed Print Service software solution do you use?  
**Ricoh Smartmeter**
8. How many Mono MFDs and Colour MFDs do you have?  
**One colour MFD**
9. What document management solution do you use?  
**Sharepoint**
10. What High Volume printing devices do you use?  
**None**
11. Were any framework agreements used to procure the goods/services? If so, which ones?  
**Crown commercial service framework agreement. RM6174**
12. Any documentation you can provide me with, e.g. the order form.  
**None**
13. What department is managing the contract and who's the decision-maker?  
**Business Team. Luke Dawson**

14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?  
**25 Adobe pro licenses. 2x Adobe Creative Cloud**
15. What is the annual cost?  
**No annual cost. Licensing is paid for until it goes end of life**
16. When is the renewal date?  
**Unknown. Depends when Adobe Pro stop supporting our current Adobe pro licensing. Creative Cloud £728pa**
17. Who is responsible for the contract?  
**Luke Dawson**
18. Do you use any other PDF editing tools?  
**Adobe Creative Cloud**

If you have any further queries, please do not hesitate to contact me, quoting the reference number above in any correspondence.

If you wish to request a review of our decision, you should write to:

Lynn Ingram  
Director of Finance & Resources  
Local Government Boundary Commission for England  
1<sup>st</sup> Floor  
Windsor House  
50 Victoria Street  
London  
SW1H 0TL

Kind regards

Angela Hendry

**Angela Hendry**  
**Office Manager and HR Lead**  
1<sup>st</sup> Floor, Windsor House  
50 Victoria Street  
London SW1H 0TL



The  
Local Government  
Boundary Commission  
for England



How are we doing? Click [here](#) to give us your views.