

Procurement, Commissioning & Facilities  
NHS National Services Scotland  
National Distribution Centre  
2 Swinhill Avenue  
Canderside  
Larkhall  
ML9 2QX



Telephone 01698 794400  
Fax 01698 794401  
[RNID Typetalk; 18001 01698 794400/794410](tel:1800101698794400794410)



Date: 18 January 2022  
Our ref: K: FOI/Ref: 2022-000010  
Direct Line: 0131 275 6807  
Email: [nss.pcf-foi@nhs.scot](mailto:nss.pcf-foi@nhs.scot)

Dear 

**Freedom of Information Reference: FOI-2022-000010 - Details on contract covering reprographics & print arrangements**

I refer to your freedom of information request which we received on 06 January 2022 requesting the following information.

I can advise you that we have now completed the search of our records and can provide you with the following information:

**I would 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 NHS Scotland**

The quantity of MFDs within NHS Scotland as of 30 September 2021 is 6198.

**2. Name of incumbent**

Ricoh UK Ltd

**3. Start/end date of contract**

1 October 2018 – 30 September 2022.

**4. Details of any extension options**

Originally 2 x 12-month extension options. One has been awarded therefore 1 x 12-month extension still available.

**5. Is this a managed service?**

Yes.

**6. What framework used.**



**Headquarters**

Gyle Square, 1 South Gyle Crescent, EDINBURGH EH12 9EB

Chairperson Keith Redpath  
Chief Executive Mary Morgan

Mini competition from the Scottish Procurement framework for Office Equipment Reference SP-16-013.

**7. Number of regular/desktop printers (in addition to above).**

This information is not held centrally.

**8. Is there a support contract on above, if yes state start/end date?**

Support is inclusive of supply of the devices.

**9. What print software does NHS Scotland run?**

Equitrac, follow me print software is currently used throughout NHS Scotland.

**10. Who supplies your outsourced print requirements?**

Two Scottish Procurement CAT A print framework exists for all external print requirements.

Publishing, Print, Design and Associated Services (PPDAS) (2018). Reference: SP-17-028.

Print and Associated Services (2019) Reference SP-18-001.

**11. Start/end date of contract**

Publishing, Print, Design and Associated Services (PPDAS) (2018). Reference: SP-17-028 – 1st Oct 2018 to 30th Sept 2023 + 2 x 12-month optional extension periods. Print and Associated Services (2019) Reference SP-18-001 – 1st April 2019 – 31st March 2022 + 2 x 12-month optional extension periods

**12. Name of person responsible for print at NHS Scotland**

The national CAT A contracts are managed by Scottish Procurement.

Print is managed locally at each Health Board in Scotland and a central register of these names, departments, roles is not held.

I trust you will find the information of assistance and if you require any further information please do not hesitate to contact me.

If you are unhappy with any aspect of how we have dealt with your request you can make representations to us asking us to review the handling of your request. Please write to the

Associate Director Information Security & Governance  
Digital & Security  
NHS National Services Scotland  
Headquarters  
Gyle Square  
1 South Gyle Crescent  
Edinburgh  
EH12 9EB

within 40 working days of the date of this correspondence.

If after a review you are still unhappy, you also have the right to apply to the Scottish Information Commissioner, who can be contacted at Kinburn Castle, St Andrews, Fife, KY16 9DS, or via their [online application form](#).

If you have any queries about this letter, please contact me at the above address.

Yours sincerely

