

Amgueddfa Cymru
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Ffôn: 0300 111 2 333
Rydym yn croesawu gohebiaeth yn y Gymraeg.
National Museum Wales
Cathays Park, Cardiff, CF10 3NP
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We welcome correspondence in Welsh.

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[REDACTED]
[REDACTED]
Reference no.: 17-010

31 August 2017

[REDACTED]
REQUEST FOR INFORMATION – Information relating to printing

Thank you for your request for information. As Museum Secretary for Amgueddfa Cymru - National Museum Wales ('the Museum'), I am responsible for responding to your request for information.

I refer to your email of 09 August 2017, in which you asked for the following information:

Please could you provide the following information with regards to your current printing expenditure :

1. Current printing and photocopier contract details?
 - a. Photocopiers/MFD?s
 - b. Printers
 - c. Print room / reprographics
2. Companies awarded?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
3. Length of contract/s and end dates?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
4. Number of devices?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
5. Annual print/copy volume
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
6. Annual spend?
 - a. Photocopiers/MFDs
 - b. Printers
 - c. Print room / reprographics
7. Details on how these were procured. i.e. By Framework
 - a. Procurement method
 - b. If Framework, please state which one
8. Do you have any print management software? If so, which software?
9. Do they supply you with any scanning software (additional to the

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software native to the device)?

contract, what is their title, and their email address please?

10. What Document Management solution/s do you currently use within your organization?

13. How do you procure your print consumables/supplies?

11. What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)?

14. What is the annual spend on print consumables?

12. What is the name of the person within your organization responsible for the MFDs and the

15 Do you use a framework to procure consumables?

Response

We set out our response in the table below:

1. Current printing and photocopier contract details? a. Photocopiers/MFD?s b. Printers c. Print room / reprographics	Museum Printer Network Devices bought outright with pay-per-page contract No contract N/A
2. Companies awarded? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	Canon Hewlett Packard N/A
3. Length of contract/s and end dates? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	No contract No contract N/A
4. Number of devices? a. Photocopiers/MFDs b. Printers c. Print room / reprographics	18 26 N/A
5. Annual print/copy volume a. Photocopiers/MFDs b. Printers c. Print room / reprographics	Financial Year Ending 31MAR2017 851,000 79,000 N/A
6. Annual spend? a. Photocopiers/MFDs b. Printers	Financial Year Ending 31MAR2017 £21,000 £15,000

c. Print room / reprographics	N/A
7. Details on how these were procured. i.e. By Framework a. Procurement method b. If Framework, please state which one	Wales National Procurement Service Framework Reference NPS-PS-006416 Lot 1
8. Do you have any print management software? If so, which software?	Yes PCounter
9. Do they supply you with any scanning software (additional to the software native to the device)?	No
10. What Document Management solution/s do you currently use within your organization?	Sharepoint
11. What PDF software do you pay for? And how many licenses do you pay for (an average per annum would be a good number here please)?	Fineprint PDF Factory Site Licence (Charity Pricing)
12. What is the name of the person within your organization responsible for the MFDs and the contract, what is their title, and their email address please?	Prakash Dabasia Computer Officer (Clients) itsupport@museumwales.ac.uk
13. How do you procure your print consumables/supplies?	Wales National Procurement Service Framework Reference NPS-PS-006416 Lot 2
14. What is the annual spend on print consumables?	Financial Year Ending 31MAR2017 2016 £36,000
15 Do you use a framework to procure consumables?	Yes

Your request was considered according to the principles set out in the National Assembly's Code of Practice on Public Access to Information (third edition). The Code is published on the Internet at www.information.wales.gov.uk.

If you believe that I have not applied the Code of Practice on Public Access to Information correctly or have not followed the relevant laws, please contact me to request a first-stage review. If, after that, you are still not satisfied you may request a formal review by Amgueddfa Cymru.

You also have the right to complain to the Information Commissioner. Normally, however, you should pursue the matter through our internal procedure before you complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

If you have any further queries or concerns then please contact me via my email address.

Yours sincerely

Elaine J Cabuts
Museum Secretary