**Our Ref: 004/25**

As of 1 October 2012, Edinburgh’s Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 28 January 2025. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 (“FOISA”).

**004/25 (1):** What services are included in the contract(s)? (e.g. printing vs scanning etc) Main print room with VHV printers and MFD’s for all 4 campuses

**004/25 (2):** Which supplier is delivering them? (If in-house, please confirm or if multiple providers please identify them) This information is publicly available in the College’s annual procurement report and the College’s Contract Register. Please see p.18: [annual-procurement-report-2023-24.pdf](https://www.edinburghcollege.ac.uk/media/1zwbivmy/annual-procurement-report-2023-24.pdf) and <https://www.apuc-scot.ac.uk/#!/institution?inst=28>

**004/25 (3):** If the supplier is not the manufacturer, which manufacturer are the devices? Please refer to **004/25 (2)**

**004/25 (4):** How many contracts does this entail and what's the award value for each? Please refer to **004/25 (2)**

**004/25 (5):** When do these contracts expire and do they have any extensions? Please refer to **004/25 (2)**

**004/25 (6):** What is the annual volumetric data (split by Annual Mono and Annual Colour print)? Mono: 4.2m, Colour: 917k (estimated)

**004/25 (7):** What is the total number of devices supplied (split by Desktop Printer and Multi-Functional Device)? Desktop 20, MFD 45

**004/25 (8):** What Managed Print Service software solution do you use? Papercut

**004/25 (9):** How many Mono MFDs and Colour MFDs do you have? All 45 MFD’s are mono/colour with the option to split them to only mono or colour

**004/25 (10):** What document management solution do you use? Papercut

**004/25 (11):** What High Volume printing devices do you use? Xerox

**004/25 (12):** Were any framework agreements used to procure the goods/services? If so, which ones?

Scottish Government Framework: Managed Print Solutions Framework (ref: SP-21-046)

Please note, Edinburgh College seeks to use Frameworks accessed through APUC and the Scottish Government.  Where Frameworks are not available Edinburgh College seeks quotes or tenders for purchases. It uses Public Contract Scotland for tendering purposes and tenders are evaluated in accordance with Scottish Government guidance and regulation. Where required, high value contracts will be tendered under EU Regulations.

Full details of the College’s procurement process are available on the College’s website: <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

**004/25 (13):** Any documentation you can provide me with, e.g. the order form Please refer to **004/25 (2)** and **004/25 (12)**

**004/25 (14):** What department is managing the contract and who's the decision-maker? Director of Finance and Estate Infrastructure

**004/25 (15):** How many Adobe Acrobat (standard, professional and reader) licenses do you have? These licenses are included as part of the College’s Adobe ETLA Agreement which includes other Creative Cloud licenses and covers all staff and classroom PCs.

**004/25 (16):** What is the annual cost? This information is publicly available in the College’s annual procurement report. Please see p.27: [annual-procurement-report-2023-24.pdf](https://www.edinburghcollege.ac.uk/media/1zwbivmy/annual-procurement-report-2023-24.pdf)

**004/25 (17):** When is the renewal date? Please refer to **004/25 (16)**

**004/25 (18):** Who is responsible for the contract? IT

**004/25 (19):** Do you use any other PDF editing tools? No

**004/25 (20):** Do you have a Hybrid Mail contract and when is the contract end date? No

**004/25 (21):** Who at the Trust is responsible for the HM contract? N/A

**004/25 (22):** Does TUPE apply? No

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Vice Principal, Corporate Development at the postal address below or e-mail the Vice Principal, Corporate Development at [governance@edinburghcollege.ac.uk](mailto:governance@edinburghcollege.ac.uk) describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and address (email or postal) for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Vice Principal, Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

You can make an appeal to the Commissioner by email or post.

To appeal by email, send your application form or email to mail to: [**enquiries@foi.scot**](mailto:enquiries@foi.scot)

To appeal by post, send your application form or letter to:

Scottish Information Commissioner

Kinburn Castle

Doubledykes Road

St Andrews

KY16 9DS

Full details on how to make an appeal to the Commissioner are available from their website: [Appeal to the Commissioner | Scottish Information Commissioner (foi.scot)](https://www.foi.scot/appeal)

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Kind regards

FOI Team