

FOI 0151/2025 Response

1. Suppliers and Equipment:

a. Please list the current contracted suppliers for the following:

- **Photocopiers / Multi-Functional Devices (MFDs)**

Xerox

- **Printers**

Xerox

- **Print Room / Reprographics services**

We do not have a print room.

- **Desktop scanners**

We do not have desktop scanners as scanning function is carried out using the MFD printers, supplied by Xerox.

b. Please specify the equipment manufacturers for each category above, if different from the supplier.

Xerox

2. Contract Details:

a. What is the length and end date of each contract listed above?

5 years 01.05.2025 – 30.04.2030

b. Are there any extension options available?

Yes - x2 12 months extensions

c. How were the contracts procured (e.g. framework, mini-competition, direct award)?

- **If procured via a framework, please specify which one.**

LPP DDS Framework

3. Device Volumes:

Please provide the approximate number of devices currently in use for each category:

- **MFDs**

162

- **Printers**

347

- **Print Room equipment**

We do not have a print room

- **Desktop scanners**

NIL (0)

4. Software and Services:

a. Do you use print management software (e.g. PaperCut, Equitrac)? If yes, please name the solution in use.

Equitrac – please note that the Trust will be moving to Xerox print management software soon.

b. Do you use a hybrid or digital mail service?

- **If yes, please state the supplier and contract end date.**

Hybrid Mail

c. What Document or Content Management Systems are in use (e.g. EDRMS, SharePoint, DocuWare)?

Sharepoint, DocuWare & Hyland OnBase.

5. Sustainability and Digital Transformation:

a. Please outline any current initiatives or goals to reduce paper usage or carbon footprint related to printing or document workflows.

Digital Mail Project in place to scope and introduce through our patient portal.

b. How is impact or progress against these initiatives measured?

Via discussions and data sharing at contract review meetings.

c. Are there any current or upcoming projects or procurements relating to document digitisation, workflow automation, or “paper-light” transformation?

Please refer to the response provided for question 5a.