



11 March 2019

INFORMATION REQUEST REFERENCE 19-012

Dear 

Thank you for your information request, received on 21 February 2019. You asked the London Legacy Development Corporation (Legacy Corporation) to provide the following information under the Freedom of Information Act 2000 (FOIA):

“Can you please provide the following information regarding the current print services contracts for the London Legacy Development Corporation.

1. *Please list your current printing and photocopier services contract details under categories a, b and c below? Please include which supplier/organisation the contract is with, the length and expiry date of each contract, whether there is an option to extend those contracts and any plans you have to retender?*
 - a. *For multi-function devices and photocopiers*
 - b. *For desktop printers*
 - c. *For print room / reprographics (clarified as A Print Room or Reprographics Room/Department is a dedicated onsite facility, usually with print/reprographics operators/staff. The function of the Print Room is to produce large runs of bulk print jobs, the function of a Reprographics Room is to provide more creative artwork and print design jobs. These two functions can sometimes be part of the same department.)*
2. *Please list the number of print devices included for each of those contracts listed in question one?*
3. *Please provide the monthly/annual print volumes (if available split into mono/colour volumes) for each of those contracts listed in question one?*
4. *Please provide the annual spend for each of those contracts listed in question one?*

5. *Please provide details on the procurement process used for each of those contracts listed in question one, whether via a CCS framework, via OJEU or other method?*
6. *Please provide details of the responsible contact person for each of those contracts listed in question one, including name, office address, email address and telephone number?"*

I can confirm that the Legacy Corporation holds information which falls within the scope of your request. The information relevant to your request is below and our response follows your order:

- Q1. Please list your current printing and photocopier services contract details under categories a, b and c below? Please include which supplier/organisation the contract is with, the length and expiry date of each contract, whether there is an option to extend those contracts and any plans you have to retender?
- a. For multi-function devices and photocopiers
 - b. For desktop printers
 - c. For print room / reprographics (clarified as A Print Room or Reprographics Room/Department is a dedicated onsite facility, usually with print/reprographics operators/staff. The function of the Print Room is to produce large runs of bulk print jobs, the function of a Reprographics Room is to provide more creative artwork and print design jobs. These two functions can sometimes be part of the same department.)

The printer contract is part of an overall IT Services Contract that LLDC holds with Civica UK Ltd. We have extracted value where we can but support calls etc. are part of this overall contract rather than being separately logged and valued for printers. The contract started in February 2012. We have no plan to retender the overall contract as the Corporation plans to move its IT Services to the Greater London Authority as part of a Shared Service arrangement are advanced.

Please note that we do not have a print room / reprographics service as per your clarification.

- Q2. Please list the number of print devices included for each of those contracts listed in question one?

Jan to Dec 2018	MFDs	Desktops	Plotters
Device numbers	7	6	2

- Q3. Please provide the monthly/annual print volumes (if available split into mono/colour volumes) for each of those contracts listed in question one?

Jan to Dec 2018	MFDs	Desktops	Plotters
Annual print volume	1,043,760	22,836	N/A

- Q4. Please provide the annual spend for each of those contracts listed in question one?

Jan to Dec 2018	MFDs	Desktops	Plotters
Annual spend	£42,494	£2,358	£2,400

Please note that costs are as attributed to printer lease, support and per page costs – full service costs (e.g. taking support calls related to printers) are wrapped up in the overall outsourced Service Management costs.

Q5. Please provide details on the procurement process used for each of those contracts listed in question one, whether via a CCS framework, via OJEU or other method?

The IT Services contract was procured via OJEU.

Q6. Please provide details of the responsible contact person for each of those contracts listed in question one, including name, office address, email address and telephone number?

The contact details for the person responsible for the contract are:

Jim Wood
 Director of IT and Information Services
 London Legacy Development Corporation
 Level 10
 1 Stratford Place, Montfichet Road
 London
 E20 1EJ

If you are unhappy with our response to your request and wish to make a complaint or request an internal review of our decision, you should write to:

Deputy Chief Executive
 London Legacy Development Corporation
 Level 10, 1 Stratford Place
 Montfichet Road
 London, E20 1EJ

Email: FOI@londonlegacy.co.uk

Please note: complaints and requests for internal review received more than two months after the initial response will not be handled.

If you are not content with the outcome of the internal review, you may appeal directly to the Information Commissioner at the address given below. You should do this within two months of our final decision. There is no charge for making an appeal.

Further information on the Freedom of Information Act 2000 is available from the Information Commissioner's Office:

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone 08456 30 60 60 or 01625 54 57 45

Website www.ico.gov.uk

Yours sincerely

FOI / EIR Co-ordinator
London Legacy Development Corporation