

Mr Tim Smith

Dear Mr Smith

***Request under Freedom of Information Act 2000***

Thank you for your request for information which we received on 10 March 2020.

I am pleased to confirm the following.

**1. Please state who is your supplier for:**

- a) **MFDs/ MPS** - PRINTERS ARE ON FINANCE AGREEMENT 5 YEAR PURCHASE
- b) **Print room/ reprographics** - AS ABOVE

**2. Please can you confirm the start and expiry dates for your contracts for:**

- a) **MFDs/ MPS** - 12 SEPTEMBER 2016 TO 11 SEPTEMBER 2021
- b) **Print room/ reprographics** - 12 SEPTEMBER 2016 TO 11 SEPTEMBER 2021

**3. Please can you confirm the number of devices you have for:**

- a) **MFDs/ MPS** - 40
- b) **Print room/ reprographics** - 2

**4. Please can you confirm if the contracts are managed internally or through a managed print provider:**

- a) **MFDs/ MPS** - INTERNAL
- b) **Print room/ reprographics** - INTERNAL

**5. Please can you confirm the person and their role who is in charge of the procurement for printing and any managed print contracts?**

Exempt under Section 40 – Personal Information

**6. Who is in charge of the day to day running of MFD devices from a IT/Tech point of view?**

- a) **MFD's/MPS** - DESKTOP SUPPORT TEAM
- b) **Print room/ reprographics** - AS ABOVE

**7. Does the Trust hold paper based records? - YES If so, are these held in-house or are the stored with a 3rd party? Please state the 3rd party supplier.- ONSITE**

**8. Does the Trust have a mail room?**

**If yes, how many staff work in the mail room? Yes, 4**

**9. Does the Trust have a hybrid mail system?**

**If yes, what system does the Trust use? - PAYM - OUTLOOK O365**

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If you need any further assistance, please do not hesitate to contact us at the address above.

Yours sincerely,

Aimee Moore

Freedom of Information Co-ordinator

For and on behalf of Milton Keynes Hospital NHS Foundation Trust

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