

Human Tissue Authority

2nd Floor
2 Redman Place
London
E20 1JQ

Tel: 020 7269 1900

Web: www.hta.gov.uk

Email: enquiries@hta.gov.uk

Date: 30 August 2023

By email to: [REDACTED]

Dear [REDACTED]

Freedom of Information request

Thank you for your enquiry which was received by the Human Tissue Authority (HTA) on Friday 4 August 2023:

“Dear Human Tissue Authority,

I would like to make a request for the following information relating to the authority's current Multi-Functional Devices and printing/scanning services contract(s)

1. What services are included in the contract(s)? (e.g. printing vs scanning etc)
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)
3. How many contracts does this entail and what's the award value for each?
4. When do these contracts expire and do they have any extensions?
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?
6. What is the total number of devices supplied?
7. What Managed Print Service software solution do you use?
8. How many Mono MFDs and Colour MFDs do you have?
9. What document management solution do you use?
10. What High Volume printing devices do you use?
11. Were any framework agreements used to procure the goods/services? If so, which ones?
12. Any documentation you can provide me with, e.g. the order form
13. What department is managing the contract and who's the decision-maker?
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?
15. What is the annual cost?
16. When is the renewal date?

17. Who is responsible for the contract?
18. Do you use any other PDF editing tools?"

Response

Thank you for your request.

Since we utilise a small tenancy in a jointly occupied office we are committed to a service with another establishment.

Since our usage is low and we are homeworkers, we are limited to what we can answer.

1. What services are included in the contract(s)? (e.g. printing vs scanning etc) N/A
2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them) N/A
3. How many contracts does this entail and what's the award value for each?N/A
4. When do these contracts expire and do they have any extensions?N/A
5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?N/A
6. What is the total number of devices supplied?N/A
7. What Managed Print Service software solution do you use?N/A
8. How many Mono MFDs and Colour MFDs do you have?N/A
9. What document management solution do you use?We currently utilise Microsoft SharePoint.
10. What High Volume printing devices do you use? N/A
11. Were any framework agreements used to procure the goods/services? If so, which ones?N/A
12. Any documentation you can provide me with, e.g. the order form N/A
13. What department is managing the contract and who's the decision-maker? N/A
14. How many Adobe Acrobat (standard, professional and reader) licenses do you have? We have 1 Adobe Acrobat pro license
15. What is the annual cost? Included in overall license
16. When is the renewal date? Annual renewal – August 2024
17. Who is responsible for the contract? IT, HTA
18. Do you use any other PDF editing tools?" no

Further information

If you are unhappy with the way the HTA has handled your request for information in this case, you may in the first instance ask us for an internal review by writing to us at the above postal or email address.

If you remain dissatisfied with the handling of your request, you have the right to appeal directly to the Information Commissioner for a decision, at the address below. There is no charge for making an appeal.

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

Telephone: 08456 30 60 60 or 01625 54 57 45

Website: www.ico.org.uk

Yours sincerely

