



Loch Lomond & The Trossachs National Park Authority  
Carrochan  
Carrochan Road  
Balloch  
G83 8EG

FOI Ref: FOI 2022-030  
Date: 8<sup>th</sup> December 2022

## **REQUEST UNDER FREEDOM OF INFORMATION (SCOTLAND) ACT 2002**

We refer to your request for information, received by email on 15<sup>th</sup> November 2022. Your specific requests and the Park Authority's response are provided below.

**'I would be grateful if you would provide details of your current contract covering reprographics/print arrangements as follows**

**1. Number of MFDs (Multi-functional devices) & photocopiers at Loch Lomond & the Trossachs National Park Authority**

At Loch Lomond & The Trossachs National Park Authority, we have 5 large MDF's and 2 small MDF's.

**2. Name of incumbent**

The incumbent used is Canon (UK) Ltd.

**3. Start/end date of contract (if expired, WHEN do you expect to revisit the marketplace)**

The National Park Authority are operating on an open-ended contract as the printers were purchased in full. Canon will support the printers and toners as long as parts are available with a promise of a minimum of 7 years supply. The Agreement for this was signed on 21/12/2021 so the National Park Authority would not expect to visit the marketplace until July 2028.

**4. Details of any extension options**

N/A

**5. What framework / Route to market used**

Scottish Procurement SP 3-SP-16-013-02 / Scottish Procurement (Stat Code PS03)

**6. Number of regular/desktop printers (in addition to above)**

There are no regular / desk-top printers used by the National Park Authority.

**7. Is there a support contract on above, if yes state start/end date**

N/A

**8. Does the authority have a Print Room**

The National Park Authority does not have a designated print room, only the MFD's stated above.

**9. If yes, name of supplier, number of devices and start/end date of contract, also details of any extension options**

N/A

**10. Total annual print/copy volumes for (a) mono and (b) colour**

Based on the calendar year of 2021 the total is 90,000 but does not include stats for the 2 smaller printers as prior to renewal they were not on a contract The National Park Authority purchased toners when required. This figure reflects a decrease in printing brought about by digitising services during COVID.

Mono – 48,016

Colour – 41,984

**11. What print software does the authority run**

Uniflow.

**12. Who supplies any outsourced print requirements**

Scottish Government Framework  
Procurement - print and associated services framework 2019  
lot 1 – litho/digital print services (multi supplier)  
Recent suppliers:  
J Thomson Colour Printers Ltd  
21 Colour Ltd  
Barr Printers Limited  
Allander Print Limited  
Panda Litho Ltd

**13. Start/end date of this contract**

Contract runs - 1 April 2019 to 31 March 2023

**14. Name of person responsible for print at the authority**

Our Information Services Manager has overall responsibility for print contracts, however, we have to advise that as a non-departmental public body, the National Park Authority does not process unsolicited requests from suppliers. For most purchases, the National Park Authority

uses Scottish Government contracts. There are many forms of Government contracts, most IT related hardware/software is sourced from either Crown Commercial Services (CCS) contractions or Scottish Government (SG) contracts.

Links to these contract services are provided as follows:

CCS: [Crown Commercial Service - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

SG: [Procurement: Scottish Government frameworks and contracts - gov.scot \(www.gov.scot\)](http://www.gov.scot)

The National Park Authority would very rarely issue tenders for IT related hardware and software. Where required, tenders would be advertised via a public contracts portal website: [Home - Public Contracts Scotland](#)

We would recommend registration with this site should you be interested in being considered for any future contracts or tenders advertised by the National Park Authority.

Yours sincerely

## **Information Management Loch Lomond and the Trossachs National Park Authority**

### Review Procedure

If you are dissatisfied with this decision, or the way in which the Authority has dealt with your request, you are entitled to require the Authority to review its decision. Please note that in order for a review to take place you are required to:

- Send your request for review in writing, setting out in full the reasons why you are requesting a review.
- Submit your review request within 40 working days of either the date on which you received a response from the Authority or the date by which you should have received a response under the terms of the Freedom of Information (Scotland) Act 2002, whichever is the later.
- address your review request to:

Information Manager  
Loch Lomond & The Trossachs National Park Authority  
National Park Headquarters  
Carrochan  
Carrochan Road  
Balloch  
G83 8EG  
E-mail: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org)

### **LOCH LOMOND & THE TROSSACHS NATIONAL PARK AUTHORITY**

National Park Headquarters, Carrochan, Carrochan Road, Balloch, G83 8EG Long: 4°34'24"W Lat: 56°00'12"N

t: 01389 722600 f: 01389 722633 e: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org) w: [lochlomond-trossachs.org](http://lochlomond-trossachs.org)

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The review will be handled by staff who were not involved in the original decision. You will receive notice of the result of your review within 20 working days.

If you are not satisfied with the response to your request for review, you can contact the Scottish Information Commissioner, the independent body which oversees the Freedom of Information (Scotland) Act 2002, at:

Scottish Information Commissioner  
Kinburn Castle  
Doubledykes Road  
St Andrews  
Fife  
KY16 9DS  
Tel: 01334 464610  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)