

Request Ref: 2690

FOI Request dated **04/08/2022** as follows –

1. Does the University currently have an onsite central print facility for staff / students?
2. If so, what is the annual turnover for the print facility?
3. If so, does the central print facility outsource any of the following items of work?
 - a. Digital Print – small and large jobs?
 - i. If so, who is the current contract with?
 - ii. If so, what is the annual spend?
 - iii. If so, when is the contract due for renewal?
 - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
 - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.
 - b. Large Format Print – including pop up banners , storage and set up?
 - i. If so, who is the current contract with?
 - ii. If so, what is the annual spend?
 - iii. If so, when is the contract due for renewal?
 - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
 - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.
4. If there is no central print facility for staff / students who undertakes the following items of work?
 - a. Digital Print – small and large jobs?
 - i. If so, who is the current contract with?
 - ii. If so, what is the annual spend?
 - iii. If so, when is the contract due for renewal?
 - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract?
 - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation.

Response

1. Does the University currently have an onsite central print facility for staff / students? **Yes**
2. If so, what is the annual turnover for the print facility? **In the 2021/22 financial year was £310k.**
3. If so, does the central print facility outsource any of the following items of work? **There is no contract as produced in-house (If any work that is over and beyond our capabilities, then Marketing do use an external company)**

- a. Digital Print – small and large jobs?
 - i. If so, who is the current contract with? **No information held as per Q1/Q3**
 - ii. If so, what is the annual spend? **No information held as per Q1/Q3**
 - iii. If so, when is the contract due for renewal? **No information held as per Q1/Q3**
 - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract? **No information held as per Q1/Q3**
 - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation. **No information held as per Q1/Q3**
 - b. Large Format Print – including pop up banners , storage and set up? **No information held as per Q1/Q3**
 - i. If so, who is the current contract with? **No information held as per Q1/Q3**
 - ii. If so, what is the annual spend? **No information held as per Q1/Q3**
 - iii. If so, when is the contract due for renewal? **No information held as per Q1/Q3**
 - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract? **No information held as per Q1/Q3**
 - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation. **No information held as per Q1/Q3**
4. If there is no central print facility for staff / students who undertakes the following items of work?
- a. Digital Print – small and large jobs? **No information held as per Q1/Q3**
 - i. If so, who is the current contract with? **No information held as per Q1/Q3**
 - ii. If so, what is the annual spend? **No information held as per Q1/Q3**
 - iii. If so, when is the contract due for renewal? **No information held as per Q1/Q3**
 - iv. Was the existing contract procured via a framework? If so, what framework was used for the procurement of the contract? **No information held as per Q1/Q3**
 - v. Please confirm the name or job role of the employee that is responsible for this contract within your organisation. **No information held as per Q1/Q3**