

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**