



Freedom of Information Officer
Welsh Revenue Authority
PO Box 110,
Pontypridd
CF37 9EH

8 August 2022

Dear xxx

WRA-FOI-0026 Freedom of Information request - Multi-Functional Devices and printing/scanning services contract(s)

Thank you for your request, which I received on 20 July 2022 about Multi-Functional Devices and printing/scanning services contract(s). The information you requested is below.

Q1. What services are included in the contract(s)? (e.g. printing vs scanning etc)
A1. We don't currently have a contract with an external printing company for communications materials. We use a digital-first approach wherever possible. However we do use Gov.Notify for issuing letters that are 10 pages and over.

Q2. Which supplier is delivering them? (If in-house, please confirm or if multiple provider please identify them)
A2. Gov.Notify

Q3. How many contracts does this entail and what's the award value for each?
A3. The WRA does not currently have any printing contract with external suppliers outside of the UK Government service of Gov.Notify. The Gov.Notify service is used as and when necessary, in line with UK Government published guidance. For information, our spend in 2021/22 was £9,638.81 excluding VAT.

Q4. When do these contracts expire and do they have any extensions?
A4. Please see response to Q3

Q5. What is the annual volumetric data (split by Annual Mono and Annual Colour print)?
A5. Please see response to Q3

Q6. What is the total number of devices supplied?
A6. None

Q7. What Managed Print Service software solution do you use?
A7. None

Q8. How many Mono MFDs and Colour MFDs do you have?



A8. Two

Q9. What document management solution do you use?

A9. SharePoint

Q10. What High Volume printing devices do you use?

A10. None

Q11. Were any framework agreements used to procure the goods/services? If so, which ones?

A11. No frameworks have been used. Please see response to Q3

Q12. Any documentation you can provide me with, e.g. the order form

A12. Please see response to Q3

Q13. What department is managing the contract and who's the decision-maker?

A13. Please see response to Q3

Q14. How many Adobe Acrobat (standard, professional and reader) licenses do you have?

A14. We have four licenses.

Q15. What is the annual cost?

A15. £2100

Q16. When is the renewal date?

A16. March 2023

Q17. Who is responsible for the contract?

A17. Digital Service Team

Q18. Do you use any other PDF editing tools?

A18. None

If you are dissatisfied with the Welsh Revenue Authority's handling of your request, you can ask for an internal review within 40 working days of the date of this response. Requests for an internal review should be addressed to the Welsh Revenue Authority's Freedom of Information Officer at:

Freedom of Information Officer, Welsh Revenue Authority,
PO Box 110, Pontypridd.
CF37 9EH

or email: data@wra.gov.wales

Please remember to quote the reference number above.

You also have the right to complain to the Information Commissioner. Please note however that the Commissioner will not normally investigate a complaint until it has been through our own internal review process.



Awdurdod Cyllid Cymru
Welsh Revenue Authority

The Information Commissioner can be contacted at: Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.
Tel: 01625 545 745
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Yours sincerely
Freedom of Information Officer