

Reference Number: FOI/LHCH/2016038
From: Commercial
Date: 04 February 2016
Subject: Print and mail room services

Q1 The number of people currently employed by the trust?

A1 1429

Q2 Who supplies you printer/copier/scanners across the trust?

A2 Konica Minolta Business Solutions (UK) Ltd

Q3 What make and model and how many of each of printers/copiers/scanners do you have in your main printroom and also across the trust?

A3 55 across the Trust – we do not have a main print room
Make and model – Konica 454e and C35

Q4 How long are the print services contracts for ?

A4 From July 2013 to July 2018

Q5 What print management software's do you use across the trust?

A5 SafeQ

Q6 What scanning software's do you use across the trust?

A6 SafeQ

Q7 Is it just this site that you do the printing for or is it other sites too?

A7 Just this site

Q8 How much do you spend on printing services across the trust?

A8 Konica Minolta printing is the only printing costs we spend in the year and the total invoices paid to Konica Minolta in the financial year 14/15 was £65,600k – this includes all invoices from them - all services. We recover VAT at 20%

Q9 What is the overall cost of the managed print service contract?

A9 As per A8 above

Q10 What document management software's/systems do you use across the trust?

A11 Hyland, Onbase

Q11 What IT provider do you use?

A11 Informatics Merseyside

Q12 How long is the print room contract and when is the current print room contract due to end?

A12 Managed print contract as above for question 4. No print room contract.

Q13 Do you have an in house design department?

A13 No

Q14 Do you have a in-house mail room?

A14 Yes we have an in-house Mail room

Q15 Is the mail room contract outsourced or run by the trust ?

A15 Run by the Trust

Q16 What is the average/estimated monthly amount of the following.

- A. Letters coming in to the post room?
- B. Letters going out of the post room?
- C. Parcels coming in to the post room?
- D. Parcels going out of the post room?

A16

- A. Information not held - We do not collate this information
- B. Information not held - We do not collate this information
- C. Information not held - We do not collate this information
- D. Information not held - We do not collate this information

Q17 Is there any plans to scan and archive all the old patients files?

A17 No – The Trust has previously considered this approach within an options appraisal and is not currently looking to progressively scan all historical / deceased medical records.

Q18 If yes to question 17 what is the estimated amount of files?

A18 Not applicable – refer to A17 above

Q19 What is the overall yearly spend on stationary across the trust

A19 We spent £134,462 on stationery last year

Q20 Also could you include the name, title, contact number, and email address for the people responsible for managing the print estate in the trust?

A20 Dave Murphy, Head of IT, Dave.Murphy@lhch.nhs.uk Tel: 0151 600 1616

Q21 Also could you include the name, title, contact number, and email address for the people responsible for managing the post room estate in the trust?

A21 Sharon Hindley , Sharon.hindley@lhch.nhs.uk Tel: 0151 600 1965