

[REDACTED]

21 January 2022
Reference: F0005526

Dear [REDACTED]

Thank you for your request of 5 January 2022, for the release of information held by the Civil Aviation Authority (CAA). Having considered your request in line with the provisions of the Freedom of Information Act 2000 (FOIA), we are able to provide the information 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 the Civil Aviation Authority*

28

2. *Name of incumbent*

Annodata

3. *Start/end date of contract*

1 April 2020 to 31 May 2025

4. *Details of any extension options*

None

5. *Is this a managed service*

Yes

6. *What framework used*

Crescent Purchasing Consortium Framework

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

115

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

With Computacenter, 1 September 2021 to 31 August 2024

9. *Does the CAA have a Print Room*

Yes

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

Apogee, 2 devices, 1 August 2021 to 1 August 2022

11. *What print software does the CAA run*

Papercut

12. *Who supplies your outsourced print requirements*

N/A

13. *Start/end date of contract*

N/A

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

ISD Business Support Team, ISD.Contracts3@caa.co.uk

If you are not satisfied with how we have dealt with your request in the first instance you should approach the CAA in writing at:-

 [@caa.co.uk](mailto: @caa.co.uk)

The CAA has a formal internal review process for dealing with appeals or complaints in connection with Freedom of Information requests. The key steps in this process are set out in the attachment. A request for an internal review should be submitted within 40 working days of the date of this letter.

Should you remain dissatisfied with the outcome you have a right under Section 50 of the FOIA to appeal against the decision by contacting the Information Commissioner at:-

Information Commissioner's Office
FOI/EIR Complaints Resolution
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
<https://ico.org.uk/concerns/>

If you wish to request further information from the CAA, please use the form on the CAA website at <http://publicapps.caa.co.uk/modalapplication.aspx?appid=24>.

Yours sincerely



CAA INTERNAL REVIEW & COMPLAINTS PROCEDURE

- The original case to which the appeal or complaint relates is identified and the case file is made available;
- The appeal or complaint is allocated to an Appeal Manager, the appeal is acknowledged and the details of the Appeal Manager are provided to the applicant;
- The Appeal Manager reviews the case to understand the nature of the appeal or complaint, reviews the actions and decisions taken in connection with the original case and takes account of any new information that may have been received. This will typically require contact with those persons involved in the original case and consultation with the CAA Legal Department;
- The Appeal Manager concludes the review and, after consultation with those involved with the case, and with the CAA Legal Department, agrees on the course of action to be taken;
- The Appeal Manager prepares the necessary response and collates any information to be provided to the applicant;
- The response and any necessary information is sent to the applicant, together with information about further rights of appeal to the Information Commissioners Office, including full contact details.