

From: Edinburgh College Freedom of Information
Sent: 03 April 2018 16:00
To: [REDACTED]
Subject: RE: Freedom of Information

Dear [REDACTED]

Our Ref: 011/18

As of 1 October 2012, Edinburgh's Telford College, Jewel & Esk College and Stevenson College merged to create a single college called Edinburgh College.

We refer to your request for information dated 06 March 2018. The College has considered your request as a request for information under section 1 of the Freedom of Information (Scotland) Act 2002 ("FOISA"):

011/18 (1): Contact details (name, department, telephone and email address) for the person responsible for the purchasing decision for these cards.

There is no named contact. ID access cards are managed by the IT Team and any IT-related enquiries should be directed to the generic IT email address:
itadmin@edinburghcollege.ac.uk

Please note, Edinburgh College seeks to use Frameworks accessed through APUC and the Scottish Government. Where Frameworks are not available Edinburgh College seeks quotes or tenders for purchases. It uses Public Contract Scotland for tendering purposes and tenders are evaluated in accordance with Scottish Government guidance and regulation. Where required, high value contracts will be tendered under EU Regulations.

Full details of the college's procurement process are available on the college's website:
<http://www.edinburghcollege.ac.uk/Welcome/Procurement>

011/18 (2): Full description, frequency and quantities ordered and current price paid of door access cards/fobs.

Door access cards/fobs	
Full description	1k Contactless Card
Frequency	Twice a year
Quantities ordered	5000
Price paid	£0.23 each

011/18 (3): Full description, frequency and quantities ordered and current price paid of ID card printer ribbons for personalising the ID/access cards.

ID card printer ribbons	
Full description	Nisca PR5350 YMCKO Ribbons
Frequency	Twice a year

Quantities ordered	50-100
Price paid	£57 each

011/18 (4): Full description, frequency and quantities ordered and **current price paid** of **custom or off-the-shelf lanyards and card holders.**

The college ordered 2,000 lanyards and clear PVC card holders in July 2016 at a total cost of £1,005. Please note, the college is not currently looking to purchase any further lanyards or card holders.

011/18 (5): Full description, frequency and quantities ordered and **current price paid** of **pre-printed ID cards**, where applicable.

N/A. The college does not use pre-printed ID cards.

011/18 (6): Are there any plans to purchase a new or additional **id card printer** in 2018?

No.

Edinburgh College is subject to the provisions of the Freedom of Information (Scotland) Act (FOISA) 2002. If you are dissatisfied with this response, you may ask the college to review this decision. To do this, please contact the Head of Corporate Development at the postal address below or e-mail the Head of Corporate Development at governance@edinburghcollege.ac.uk describing your original request and explaining your grounds for dissatisfaction. (Please include in your review request, your name and home address for correspondence).

You have 40 working days from receipt of this letter to submit a review request to:

Head of Corporate Development

4th Floor

Edinburgh College (Milton Road Campus)

24 Milton Road East

Edinburgh

EH15 2PP

When the review process has been completed and if you are still dissatisfied, you may ask the Scottish Information Commissioner to intervene.

The Commissioner's online appeal service is available from their website:
www.itspublicknowledge.info/Appeal

The online appeal service is available 24/7 and offers you real time help and advice about your appeal.

You must appeal to the Commissioner within six months of receiving the review decision.

You also have the right to appeal to the Court of Session on a point of law following a decision of the Commissioner.

Regards

FOI Team

