Freedom of Information Act 2000 disclosure log entry

Reference
23-24058

Date response sent

Subject
IT & Print Hardware Procurement

Details of enquiry
We would be grateful if you could help in answering our request for information for the following questions; answering for A-J on questions 1-8

a) Photocopiers/MFDs (Multi-Functional Device)
b) Printers
c) Print room / reprographic
d) Desktops
e) Laptops
f) Displays
g) g) Network
h) h) cyber security
       a. Audio Visual
i) j) infrastructure

1. Please name all the IT resellers that you have contacts with and buy from.
2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1.
3. What year and month is the next hardware refresh due?
4. Please name the number of devices deployed by the NHS/Fire service/university/council/school?
5. In reply to question 4, which department/facility are those located?
6. Please name the brand and model of the devices mentioned and the spend for each product.
7. Details on how these were procured. i.e. By Framework
   a. Procurement method
   b. If Framework, please state which one.
8. Do you normally purchase equipment as services or as a capital?
9. What is your annual print/copy volume and spend?
10. Who is the person(s) within your organization responsible for the MFD's, print hardware, and supplies contract(s)? Please provide their title and their contact details.
11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.

Response sent

a) Photocopiers/MFDs (Multi-Functional Device)

1. Please name all of the IT resellers that you have contacts with and buy from
   Canon, direct contract with Canon. Nov 2019-22 (3 years +1+1),

2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1?
   3 years + extension of 1+1 years has been engaged. End date is therefore 31/12/24

3. What year and month is the next hardware refresh due?
   MDF hardware refresh is part of the contract.

4. Please name the number of devices deployed
   52 devices

5. In reply to question 4, which department/facility are those located?
   They are located throughout all our premises

6. Please name the brand and model of the devices mentioned and the spend for each product
   52 Canon mfds @ £8,792 per quarter excl VAT

7. Details on how these were procured. i.e. By Framework
   1. Procurement Method
      Framework

   2. If Framework, State which one.
      Framework CCS RM6174 Lot 2

8. Do you normally purchase equipment as services or as a capital?
   This depends on the equipment. We tend to purchase smaller items, but not large items such as MFDs.

9. What is your annual PC and print volume and spend?
   Circa 93k copies at variable average pricing of 0.12p per copy

10. Who is the person(s) within your organization responsible for these contract(s)? Please provide their title and their contact details.
    The procurement manager, procurement@tavi-port.nhs.uk

11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
    The procurement manager, procurement@tavi-port.nhs.uk

b) Printers

1. Please name all of the IT resellers that you have contacts with and buy from
   Specialised Computer Services

2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1?
   No contract, purchases are on as needs basis

3. What year and month is the next hardware refresh due?
   We do not have a set date for this

4. Please name the number of devices deployed

Two devices

5. In reply to question 4, which department/facility are those located?
The Informatics Department

6. Please name the brand and model of the devices mentioned and the spend for each product
SCC Magicard Printer £2,600 for two devices

7. Details on how these were procured. i.e. By Framework
   1. Procurement Method
   Request for quote

   2. If Framework, State which one.
   n/a

8. Do you normally purchase equipment as services or as a capital?
This depends on the equipment. We have purchased these two card printers.

9. What is your annual PC and print volume and spend?
Circa 240 cards/per annum and costs for Card consumables circa £60/pa

10. Who is the person(s) within your organization responsible for these contract(s)? Please provide their title and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

c)   Print room/reprographics

We have a small printing facility in the general office, but this is not a print room or reprographics facility. All our MFD machines are reported in A above.

d) Desktops and e) Laptops and f) Displays (Monitors)

1. Please name all of the IT resellers that you have contacts with and buy from
Dell for all Desktops, Laptops, monitors and docking stations

2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1?
These are all outright purchases, under a framework agreement to August 2024

3. What year and month is the next hardware refresh due?
We do not have a set date for this, we have a regular annual refresh and break/replace programme.

4. Please name the number of devices deployed
500 Desktops, 900 Laptops, 1400 monitors

5. In reply to question 4, which department/facility are those located?
In and/or nearby all departments wherever staff are located

6. Please name the brand and model of the devices mentioned and the spend for each product
Dell for Desktops and laptops and monitors.

7. Details on how these were procured. i.e. By Framework
   1. Procurement Method
   Request for quote per purchase
   2. If Framework, State which one.
   SBS/19/AB/WAB/9411
8. Do you normally purchase equipment as services or as a capital?
   This depends on the equipment. We have purchased these two card printers.

9. What is your annual spend?
   Spend in 2022/23 overall for this category was £130,426 and this would vary from year to year.

10. Who is the person(s) within your organization responsible for these contract(s)? Please provide their title and their contact details.
    The procurement manager, procurement@tavi-port.nhs.uk

11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
    The procurement manager, procurement@tavi-port.nhs.uk

Subjects d) Desktops, e) Laptops, f) Displays
 are all included in c) above.

g)   Network

1. Please name all the IT resellers that you have contacts with and buy from.
   Convergence

2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1
   12 months to 31 March 2024

3. What year and month is the next hardware refresh due?
   We do not have a set date for this

4. Please name the number of devices deployed by the Trust?
   Not applicable

5. In reply to question 4, which department/facility are those located?
   Not applicable

6. Please name the brand and model of the devices mentioned and the spend for each product.
   Network Services

7. Details on how these were procured. i.e. By Framework
   1. Procurement method
   Request for quote

8. Do you normally purchase equipment as services or as a capital?
   Depends on cost.

9. What is your annual print/copy volume and spend?
   Not applicable

10. Who is the person(s) within your organization responsible for the MFD's, print hardware, and supplies contract(s)? Please provide their title and their contact details.
    The procurement manager, procurement@tavi-port.nhs.uk

11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

h) Cyber Security

1. Please name all the IT resellers that you have contacts with and buy from.
IT Health

2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1
3 years: End date is 31/03/26

3. What year and month is the next hardware refresh due?
Not applicable

4. Please name the number of devices deployed by the Trust
This is not applicable to Cyber Security

5. In reply to question 4, which department/facility are those located?
See response to Q4

6. Please name the brand and model of the devices mentioned and the spend for each product.
See response to Q4,

7. Details on how these were procured. i.e. By Framework
   a. Request for quote

   b. Do you normally purchase equipment as services or as a capital?
   Not applicable to this category

8. What is your annual print/copy volume and spend?
Not applicable – this is not a printing service

9. Who is the person(s) within your organization responsible for the MFD's, print hardware, and supplies contract(s)? Please provide their title and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

10. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

i) Audio Visual

1. Please name all the IT resellers that you have contacts with and buy from.
Pure AV and Audeo

2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1
Not applicable. Purchases are made on demand, and maintenance and support is purchased annually for each purchase, so dates vary.

3. What year and month is the next hardware refresh due?
We do not have a set date for this

4. Please name the number of devices deployed by the Trust

27 units of AVs systems with associate components/fixtures.

5. In reply to question 4, which department/facility are those located?
27 meeting rooms across the Trust estates.

6. Please name the brand and model of the devices mentioned and the spend for each product.
Logitech, and few other brands. We do not have a breakdown cost by the model/product.

7. Details on how these were procured. i.e. By Framework
   a. Request for quote

   b. Do you normally purchase equipment as services or as a capital?
   Purchase.

8. What is your annual print/copy volume and spend?
Not applicable – this is not a printing service

9. Who is the person(s) within your organization responsible for the MFD's, print hardware, and supplies contract(s)? Please provide their title and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

10. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
The procurement manager, procurement@tavi-port.nhs.uk

j) Infrastructure

2. Please name all the IT resellers that you have contacts with and buy from.
Aimes management Services, Dell

10. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1
Dell 4 years to 09 August 2024

Aimes Management Services to March 2025 and March 2026

11. What year and month is the next hardware refresh due?
We do not have a set date for this

12. Please name the number of devices deployed by the Trust
Approx. 50 devices

13. In reply to question 4, which department/facility are those located?
This is not applicable to Infrastructure as these relate to hosting and licencing

14. Please name the brand and model of the devices mentioned and the spend for each product.
Dell, Cisco. We do not have a breakdown cost by the model/product.

15. Details on how these were procured. i.e. By Framework
    a. Request for quote

    b. Do you normally purchase equipment as services or as a capital?
    This is a mixture of services and equipment (equipment is purchased)

16. What is your annual print/copy volume and spend?
Not applicable – this is not a printing service

17. Who is the person(s) within your organization responsible for the MFD's, print hardware, and supplies contract(s)? Please provide their title and their contact details.

The procurement manager, procurement@tavi-port.nhs.uk

11. Who is responsible for purchasing end user devices such as laptops, desktops, networking, infrastructure, cyber security, displays and accessories? Please provide their title, and their contact details.
    The procurement manager, procurement@tavi-port.nhs.uk