

Vera Silva
By email: request-724426-6bb74fa4@whatdotheyknow.com

16 March 2021

Dear Vera Silva,

G00082: Freedom of Information Request

We refer to your request for information dated 04/02/2021 under the Freedom of Information Act 2000 (the "Act").

Please find below your question, with the University's corresponding response.

Question

Dear University of Southampton,

We would be grateful if you could help in answering our request for information for the following questions; answering for A-F on questions 1-8.

- a) Photocopiers/MFDs (Multi-Functional Devise)
- b) Printers
- c) Print room / reprographic
- d) Desktops
- e) Laptops
- f) Displays

Q1. Please name all the IT resellers that you have contacts with and buy from.

Q2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1.

Q3. What year and month is the next hardware refresh due?

Q4. Please name the number of devices deployed by the University?

Q5. In reply to question 4, which department/facility are those located?

Q6. Please name the brand and model of the devices mentioned and the spend for each product.

Q7. Details on how these were procured. i.e. By Framework

i. Procurement method

ii. If Framework, please state which one.

Q8. Do you normally purchase equipment as services or as a capital?

Q9. What is your annual print/copy volume and spend?

Q10. Who is the person(s) within your organization responsible for the MFDs, print hardware, and supplies contract(s)? Please provide their title and their contact details.

Q11. Who is responsible for purchasing end user devices such as laptops, desktops, displays and accessories? Please provide their title, and their contact details.

Yours faithfully,
Vera Silva

Answer

Q1. Please name all the IT resellers that you have contacts with and buy from.

The names of the resellers used through framework agreements can be found under the individual framework agreements we use, these are publicly available here: <https://www.hecontracts.co.uk/>

The names of resellers where we have contracts is publicly available here:
<https://www.contractsfinder.service.gov.uk/Search>

Our MFD contract is with Apogee Corporation.

Our Print Room contract is with Konica Minolta.

ITRAP framework is frequently used for other devices.

Q2. What is the length of the contracts, more specifically their end date, with the named IT resellers in question 1.

This information is in the public domain on the links provided in Q1.

Our MFD contract is with Apogee Corporation – ending April 2022.

Our Print Room contract is with Konica Minolta – ending July 2022.

Q3. What year and month is the next hardware refresh due?

Rolling programme of renewal for individual devices, larger items (e.g. MFDs) is as per contract dates (see links to contract information in Q1 & Q2).

Q4. Please name the number of devices deployed by the University?

In non-Covid years our average use of static devices is:
MFDs around 370 colour MFDs, 80 mono MFDs and 280 printers and 3 large plotters
Print room around 2x Konica Bizhub Pro 1052, 1x Accurio Press C2070, 1x Accurio C2070P & associate software.

The iSolutions internet page (<https://www.southampton.ac.uk/isolutions/about-us.page>) gives details of our connections, but we are currently unable to give exact figures for the locations of devices in use across the University, as this number has fluctuated significantly due to the demands of Covid to have a more flexible remotely based workforce.

Q5. In reply to question 4, which department/facility are those located?

The Print Room devices are located in our Print Room Facilities.

MFDs are located in every university building (all departments and faculties have access to these devices).

Personal devices are currently located in a number of locations, due to the requirements of Covid, many have been moved to facilitate remote working and socially distanced learning.

Q6. Please name the brand and model of the devices mentioned and the spend for each product.

The contracted devices are as per the contract.

The personal devices are hugely variable as these are purchased through frameworks to meet the needs of the individual and the demand for the product in the market at any given time. We have hundreds of makes and models depending on the requirements of the staff or students who use it. The asset log of devices used by iSolutions to support maintenance of our devices does not contain their original purchase price. We are unable to provide this detail at this time.

Q7. Details on how these were procured. i.e. By Framework i. Procurement method ii. If Framework, please state which one.

Please see answers to Q1-2 above.

Q8. Do you normally purchase equipment as services or as a capital?

We usually purchase or lease large pieces of equipment with maintenance and servicing. Smaller stand alone items are purchased outright and maintained in-house.

Q9. What is your annual print/copy volume and spend?

Pre-Covid our MFDs total volumes were on average B&W 6,200,000 sheets per quarter and colour 2,600,000 sheets per quarter. Annual spend around £900,000. We do not currently have a typical quarter for Covid as lockdowns and remote working arrangements have resulted in significant variability.

Q10. Who is the person(s) within your organization responsible for the MFDs, print hardware, and supplies contract(s)? Please provide their title and their contact details.

The strategy for iSolutions is led by the Executive Director of iSolutions.

The procurement arrangements are led by our Procurement Team procurement@soton.ac.uk, our procurements are advertised on Intend, please register there for information about future projects.

Q11. Who is responsible for purchasing end user devices such as laptops, desktops, displays and accessories?

The most suitable specification for the requested device is approved by iSolutions Stores, this is then sourced by the buyers in our Purchasing Team.

If you do not feel that we have dealt with your request in accordance with the requirements of [Part I](#) of the Act, you may request a review. Your request for a review should specify in what respect you consider that the requirements of [Part I](#) have not been met. Please address your request to the Chief Operating Officer by completing a FoI Review request (click [here](#) and select "Freedom of Information Review" in section 4), alternatively by sending an email for his attention care of the Director of Legal Services at the following address: LegalServices@soton.ac.uk.

In accordance with section 5.3 of the [Code of Practice](#), a request for a review must be sent within 40 working days of the date of this letter. The University is not obliged to accept any requests for a review beyond 40 working days.

We will acknowledge your request for a review and endeavour to respond within 20 working days of its receipt but please note that a deadline for a review response is not prescribed by the Act.

The Information Commissioner is responsible for enforcing rights of access to information and the operation of the publication scheme. You may apply to the Information Commissioner in writing (FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF) or [electronically](#) for a decision whether, in any specified respect, your request for information has been dealt with by the University in accordance with the requirements of [Part I](#) of the Act. The Information Commissioner will not normally take action unless they are satisfied that the University's review procedure has been exhausted.

Yours sincerely,



Freedom of Information Act 2000 | RESPONSE TO REQUEST
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