



Data Protection Officer
Freedom of Information
NW Leicestershire District Council
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Date: 13 April 2021

FREEDOM OF INFORMATION REQUEST 1553

I write further to your email dated 16 March 2021.

Your request has been dealt with under the terms of the Freedom of Information Act 2000 (FOIA), explained on our [freedom of information](#) page.

Your request:

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

- a) Photocopiers/MFDs (Multi-Functional Device)
CANON
- b) Printers
CANON
- c) Print room / reprographic
CANON
- d) Desktops
Centerprise
- e) Laptops
Dell, ACS, BT
- f) Displays
ACS, Insight, Kingsfield Computers, Centerprise
- g) Audio Visual/ meeting room kit
ACS

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

- a) Photocopiers/MFDs (Multi-Functional Device)
July 2023
- b) Printers
July 2023
- c) Print room / reprographic
July 2023
- d) Desktops
One off procurement, no contract.
- e) Laptops
One off procurement, no contract.
- f) Displays
One off procurement, no contract.
- g) Audio Visual/ meeting room kit
December 2025

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

- a) Photocopiers/MFDs (Multi-Functional Device)
July 2023
- b) Printers
July 2023
- c) Print room / reprographic
Just been replaced.
- d) Desktops
No plans, sweat our assets, move to agile laptops
- e) Laptops
5 year replacement programme, replacements yearly
- f) Displays
No plans, sweat our assets
- g) Audio Visual/ meeting room kit
Dec 2025

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

- a) Photocopiers/MFDs (Multi-Functional Device)
22
- b) Printers
3
- c) Print room / reprographic
4
- d) Desktops
294
- e) Laptops
194
- f) Displays
294
- g) Audio Visual/ meeting room kit
1

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

- a) Photocopiers/MFDs (Multi-Functional Device)
All
- b) Printers
Housing / Parks
- c) Print room / reprographic
All
- d) Desktops
All
- e) Laptops
All
- f) Displays
All
- g) Audio Visual/ meeting room kit
Democratic services

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

- a) Photocopiers/MFDs (Multi-Functional Device)
£80,000

- b) Printers
£1,000
- c) Print room / reprographic
£25,000
- d) Desktops
£124,000
- e) Laptops
£25,000 per year.
- f) Displays
No plans.
- g) Audio Visual/ meeting room kit
£45,000

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

- a) Photocopiers/MFDs (Multi-Functional Device)
CCS
- b) Printers
Individual purchase
- c) Print room / reprographic
Direct Award
- d) Desktops
CCS
- e) Laptops
Quote process
- f) Displays
CCS
- g) Audio Visual/ meeting room kit
Direct Award

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

Q9. What is your annual print/copy volume and spend?
£40,000

Q10. 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.

Sam Outama, IT Team Manager, Sam.Outama@nwleicestershire.gov.uk

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

Sam Outama, IT Team Manager, Sam.Outama@nwleicestershire.gov.uk

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GOING FORWARD

If you are dissatisfied with the information supplied please feel free to contact me on the number above for any queries in relation to this response. Please note that in responding to further enquiries I can only comment on the information contained within this correspondence and cannot provide any further information that may pertain to an additional FOIA request.

If you remain dissatisfied following the conclusion of the above informal review, you have the right to ask for an internal review. A request for a review whether formal or informal should be submitted within two calendar months of the date of receipt of the response to your original letter and should be sent to DPO@NWLeicestershire.gov.uk or the address above.

Please remember to quote the Authority's four digit reference number given at the top of this email in any future communications.

Further details on our appeals and complaints procedure can be found on our website [here](#).

If you remain dissatisfied following the conclusion of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at accessicoinformation@ico.org.uk.

Yours sincerely

Mackenzie Keatley
Information Governance Officer