



APPENDIX A – FREEDOM OF INFORMATION REQUEST FORM

Section 1 – Applicant Details

Title (please tick one):	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/>	Title (please state):
Forename(s):	Issy	
Family Name:	Hardie	

Section 2 – Applicant Details

Current Address:	
Postcode	
Email Address:	request-774163-6308c1ce@whatdotheyknow.com

For information on how we use/store your data, please refer to our Privacy Notice available on our website: <https://www.derby-college.ac.uk/gdpr>



Section 3 – Details of Information Required

Please use this space to give us any details about the information you are requesting, for example by stating specific documents you require (use extra sheets if necessary):

Dear Sir/ Madam,

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/College?

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 MFD's, 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.

Section 4 – Derby College Group's Response to Request (use extra sheets if necessary, but ensure attached to this request form)

	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Q9	Q10	Q11
MFDs		2 years		40	ALL	Konica	CPC Framework	Capital	As below	N/A	N/A
Printers		None	Aug 22		ALL	Laser Life	CPC Framework	Capital	As below	N/A	N/A
Repro		2 years		3	Repro	Konica	CPC Framework	Capital	£130k	N/A	N/A
Desktop	Insight, BT, IDNS, Ergo, NS optimum, Stone, XMA	None	Aug 22	1200	Staff / Student	DELL / Stone / Fujitsu / HP	CPC Framework	Capital		N/A	N/A
Laptop	Insight, BT, IDNS, Ergo, NS optimum, Stone, XMA	None	Aug 22	2000	Staff / Student	Fujitsu / DELL / Lenovo / Microsoft	CPC Framework	Capital		N/A	N/A
Displays	Insight, BT, IDNS, Ergo, NS optimum, Stone, XMA	None	Aug 22	2000	ALL	Samsung / Iiyama / Fujitsu / DELL / HP	CPC Framework	Capital		N/A	N/A

To Q10 and Q11 – we purchase through a pre-tendered framework. Any suppliers wishing to make representation should join the frameworks.



Internal use only

Section 5 – Declaration

Response to Freedom of Information Request approved by:

Name of Derby College representative: Cheryl Tacchi	Date: 10/08/21
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Executive or Director authorisation (if required)

Name: Ian McCormick – IT Director	Date: 10/08/21
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