

FOI Request Reference: 101002748880

IT Equipment

I 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 Device)
- b) Printers
- c) Print room / reprographic
- d) Desktops
- e) Laptops
- f) Displays
- g) Audio Visual/ meeting room kit

Please find below the details for the questions that are within the remit of ICT:

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

- a) Photocopiers/MFDs (Multi-Functional Device) b) Printers c) Print room / Reprographics – This information is published in the Council's Contract Register and is therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 'information otherwise accessible'. For ease of reference please find a link to the web page [here: http://www.moray.gov.uk/moray_standard/page_101331.html](http://www.moray.gov.uk/moray_standard/page_101331.html)
- d) Desktops - HP via Scottish Procurement National Desktop Client Devices Framework
- e) Laptops - HP via Scottish Procurement National Mobile Client Devices Framework
- f) Displays - HP via Scottish Procurement National Desktop Client Devices Framework
- g) Audio Visual/ meeting room kit – SSUK via Scotland Excel Audio Visual Framework

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) b) Printers c) Print room / Reprographics – This information is published in the Council's Contract Register and is therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 'information otherwise accessible'. For ease of reference please find a link to the web page [here: http://www.moray.gov.uk/moray_standard/page_101331.html](http://www.moray.gov.uk/moray_standard/page_101331.html)
- d) Desktops – December 2021
- e) Laptops – August 2021
- f) Displays – December 2021
- g) Audio Visual/ meeting room kit - March 2022

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

- a) Photocopiers/MFDs (Multi-Functional Device) b) Printers c) Print room / Reprographics – N/A
- d) Desktops – N/A – rolling programme
- e) Laptops – N/A – rolling programme
- f) Displays – N/A – rolling programme
- g) Audio Visual/ meeting room kit - N/A – rolling programme

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

- a) Photocopiers/MFDs (Multi-Functional Device) = 147
- b) Printers= 239
- c) Print room / reprographic = 34
- d) Desktops – 3749
- e) Laptops – 3155
- f) Displays – 7261
- g) Audio Visual/ meeting room kit -

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

- a) Photocopiers/MFDs (Multi-Functional Device) b) Printers c) Print room / Reprographics – This information is published in the Council’s Contract Register and is therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 ‘information otherwise accessible’. For ease of reference please find a link to the web page [here: http://www.moray.gov.uk/moray_standard/page_101331.html](http://www.moray.gov.uk/moray_standard/page_101331.html)
- d) Desktops – All
- e) Laptops – All
- f) Displays – All
- g) Audio Visual/ meeting room kit - All

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

- a) Photocopiers/MFDs (Multi-Functional Device) b) Printers c) Print room / Reprographics – This information is published in the Council’s Contract Register and is therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 ‘information otherwise accessible’. For ease of reference please find a link to the web page [here: http://www.moray.gov.uk/moray_standard/page_101331.html](http://www.moray.gov.uk/moray_standard/page_101331.html)
- d) Desktops – various HP EliteDesk models. In accordance with section 17 of the Freedom of Information (Scotland) Act 2002 please be advised that the spend is not held.
- e) Laptops – various HP EliteBook and ProBook models. In accordance with section 17 of the Freedom of Information (Scotland) Act 2002 please be advised that the spend is not held.
- f) Displays – various HP models. In accordance with section 17 of the Freedom of Information (Scotland) Act 2002 please be advised that the spend is not held.
- g) Audio Visual/ meeting room kit - various Promethean models. In accordance with section 17 of the Freedom of Information (Scotland) Act 2002 please be advised that the spend is not held.

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) b) Printers c) Print room / Reprographics – This information is published in the Council’s Contract Register and is therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 ‘information otherwise accessible’. For ease of reference please find a link to the web page [here: http://www.moray.gov.uk/moray_standard/page_101331.html](http://www.moray.gov.uk/moray_standard/page_101331.html)
- d) – g) – see question 1 above

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

a) Photocopiers/MFDs (Multi-Functional Device) b) Printers c) Print room /
Reprographics – Leased so revenue cost
d) – g) – purchased via capital programme

Q9. What is your annual print/copy volume and spend? Volume approximately 15.5m copies - Contract spend is published in the Council's Contract Register and is therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 'information otherwise accessible'. For ease of reference please find a link to the web page here: http://www.moray.gov.uk/moray_standard/page_101331.html

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. All Council opportunities are advertised on Public Contracts Scotland. Contact details for the Council's Procurement Officer are published on our website and are therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 'information otherwise accessible'. For ease of reference please find a link to the web page here: http://www.moray.gov.uk/moray_standard/page_52186.html

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

Contact for ICT can be found on our website and are therefore exempt under section 25 of the Freedom of Information (Scotland) Act 2002 'information otherwise accessible'. For ease of reference please find a link to the web page here - http://www.moray.gov.uk/moray_standard/page_132421.html