

## **Annex**

### **Request**

***In Reference To: Mobile Device Usage and Hardware: (Mobile Telephones/Smartphones and Touch Screen Tablets)***

- 1) Please confirm the number of mobile phones or smartphones that are funded by the organisation and in use by the organisation.***
- 2) The Name of the Organisation who acts as your mobile airtime service provider. (If multiple contracts are set up please confirm each specific provider).***
  - 2.1) please confirm;***
    - (a) the date the aforementioned contract(s) started.***
    - (b) the date the aforementioned contract(s) ends.***
    - (c) the date the contract(s) will be reviewed (prior to termination).***
- 3) The number of mobile connections within the organisation. (If multiple contracts are set up please confirm each specific provider).***
- 4) Are mobile phones and smart phones purchased separately or 'bundled' as part of the airtime agreement?***
  - 4.1) If handsets are 'bundled' with an airtime agreement, – please provide a cost breakdown between the devices and the airtime contract. (Example response maybe: The organisation has a contract where the handsets are zero cost although data and calls are paid for — Alternatively — Handsets were purchased at £50 each plus any calls and data.)***
  - 4.2) If handsets are procured separately, please provide details of how many mobile phones or smart phones have been purchased during the previous three years. (Please detail year on year spend and physical number of devices acquired.)***
  - 4.3) If Handsets are procured separately please could you confirm if the devices are leased or purchased outright.***
  - 4.4) Does the organisation make ad-hoc purchases for Handsets during the normal contractual term.***
  - 4.5) Is the procurement process under a specific framework or does the organisation work independently of such a framework? Please provide details of framework if necessary.***
- 5) Does the organisation purchase Tablets (for example – iPad's)?***
  - 5.1) If so, please provide details of how many individual devices have been purchased during the previous three years. Please detail year on year spend and physical number of devices procured.***
  - 5.2) Please could you confirm if the devices are leased or purchased outright.***

**5.3) Is the procurement process under a specific (please detail) framework or does the organisation work independently of such a framework?**

**6) Do you include mobile devices (Phones and Tablets) within you asset register?**

**7) If your mobile devices (Phones and Tablets) are not held on your central asset register, please clarify how you manage/trace the mobile devices during their lifecycle within the company.**

**8) What happens to mobile devices (Phones and Tablets) at the end of the contract term, or alternatively at the point of retirement?**

**9) What is the current process for removing all sensitive data from the devices (Phones and Tablets) at the end of the contract term, or alternatively at the point of retirement?**

**9.1) Please confirm the name of any third party companies involved in the retirement process, how long they have been contracted and when that contract is due to expire.**

**10) Please provide full details of the person who is ultimately responsible for the Airtime Contact. (Please include: Name, Position, E-mail address, Contact Phone Number. Office Location).**

**11) Please provide full details of the person who is ultimately responsible for the Procurement of Mobile Devices. (Please include: Name, Position, E-mail address, Contact Phone Number. Office Location).**

**12) What is your current accounting treatment for mobile phone assets?**

**13) What is the current method for Insuring your mobile devices in the event of loss, damage or theft?**

**14) Are Insurance services part of any current framework or would this service operate outside of any present framework agreement.**

## **Response**

Please find below the FSA's response to your request for information.

1. 450 handsets and 10 iPads
2. Vodafone  
O2  
EE/T-Mobile
  - 2.1(a). Previous contract was let under the old MCTF framework agreement which concluded in Quarter 3 2015. New contract started in Quarter 4 2015.
  - 2.1(b). Quarter 3 2017
  - 2.1(c). Quarter 1 2017
3. 400 Vodafone  
10 O2  
50 EE
4. These are part of a bundle agreement.

- 4.1 Vodafone £12.50 Voice and data 2gb  
O2 £14.50 for Voice and data 2gb  
EE £17.00 for Voice and data 2gb

The agreement includes a 'tech fund' through which any replacement handsets can be purchased. The FSA currently has a new fleet of smartphones equivalent to Samsung S4 (purchased via the tech fund from the previous contract).

- 4.2 Please see response to Q4.1. Any future replacement handsets will be purchased via the Framework agreement RM1498 PSN Lot 6.
- 4.3 N/A
- 4.4 Yes, replacements using the tech fund.
- 4.5 Under a framework agreement PSN Services RM1498 Lot 6.
- 5. Yes, we purchased 10 iPads in 2012 from an Apple reseller.
  - 5.1 See response to Q5. No replacement iPads have been purchased since the original ones.
  - 5.2 Purchased outright.
  - 5.3 For the iPads, we had to purchase via an Apple reseller.
- 6. Yes. We have a Managed IT service provider (Capita) and they manage the assets via their Configuration Management System
- 7. N/A
- 8. Our managed service provider disposes of retired equipment this as part of their contract.
- 9. Our managed service provider removes all sensitive data as part of their contract. They are wiped and disposed of following HMG guidelines using HMG-approved 3rd parties.
  - 9.1 Euro-Recycling (to Jan 2014), SIMS recycling (Since Jan 2014).
- 10. Phillippa Tasselli, Head of IT Services, Food Standards Agency, Kings Pool, Peasholme Green, York, YO1 7PR  
Direct line: 01904 232101  
Email: [FSA.IT@foodstandards.gsi.gov.uk](mailto:FSA.IT@foodstandards.gsi.gov.uk)
- 11. Nicholas Streets, Head of Procurement, Food standards Agency, Kings Pool, Peasholme Green, York, YO1 7PR  
Direct Line: 01904 232046  
Email: [FSA.procurement@foodstandards.gsi.gov.uk](mailto:FSA.procurement@foodstandards.gsi.gov.uk)
- 12. The mobile phones assets are capitalised with a two year lifespan.

13. None, as an agency of a Central Government Department, we do not seek the services of external insurance companies. We rely on self-insurance through our Crown Indemnity status.
14. An insurance service would operate outside of the present framework agreement but a 12 month warranty is included as part of the framework.