



Internal Memo

To: Chief Information Officer

From: Support & Infrastructure Management, Information Technology

Date: 03 Mar, 2018

Subject: Procurement of 200GB Data Bundle for Office Sharing

Background:

The data bundles on all the corporately managed Smile routers are approximately 80% utilized. Formerly, data was procured for each device separately and the cost borne by the respective departments, however going forward, the procurement will be consolidated into a pooled bulk data bundle for all devices on data based subscription, which will be shared amongst the devices based on consumption. The cost will also be shared amongst all the respective units.

Justification:

The data for the mobile modems (referred to as MIFIs) assigned to Executive Management staff provide connectivity for them when out of office while the office routers provide secondary internet source as backup for the local wireless network for both their workstations and mobile devices.

The data pooling approach provides a more cost effective data management system as consumption rates vary for these devices and also reduces the frequency and number of purchase counts.

Request for Approval:

Kindly approve the sum of One Hundred and Thirty Five Thousand Naira only (N135,000) for the purchase of 200GB data to be shared amongst the corporate Smile modems which include:

1. Router in the Executive Management's office in Abuja
2. MIFIs for all the Executive Management staff
3. Routers in Chairman's Office, MD's Office, ED - Ops & Tech's Office and Boardroom

Thank you



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