



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



DOC20180303-1626714



Document ID : DOC20180303-1626714

Document Description : Procurement of 200GB Data Bundle for Office Sharing

PREPARED BY:

Essien Kimberly Essien

Team Member - Collaboration/Unified Communications 03/03/2018 18:09:003

CONCURRENCE

Ukah Okechukwu Kingsley

Unit Head - Data Center & Collaboration

05/03/2018 10:31:039

Comment: Ok

Olaniyi Ayoyemi

Department Head - Support / Infrastructure Managem

05/03/2018 19:40:046

Comment: Okay

Kassim Bidemi Omotayo

Head - It Governance & Entreprise Architecture

07/03/2018 22:14:037

Comment: Approved

APPROVALS

Omojughare Edefe

Divisional Head - Information Technology

12/03/2018 20:45:027

Comment: Approved

----- END OF APPROVAL -----



201803031626714