

MEMO

DATE: October 06, 2021

TO: Algonquin College Leadership Team,
Business Administrators and Budget Officers

FROM: Gordon Warner, Associate Director, Strategic Procurement

SUBJECT: Cell Phone Procurement, Maintenance and Evergreening Process

The purpose of this memo is to remind you of the adjustment in cell phone procedures that was instituted by the College and approved by the Algonquin College Executive Team in 2020.

The College uses the services of Rogers for cell phone hardware and wireless services. The College benefits by utilizing the Vendor of Record (VOR) arrangement with Rogers that has been established by the Ministry of Government and Consumer Services (MGCS).

The College currently has over 400 cell phones under contract. Cell phone costs are allocated to individual departmental budgets. The cost of cell phone hardware and service plans represents a significant cost to the College that must be appropriately managed.

In November 2020, revised procedures were introduced with the primary goal of creating efficient cell phone inventory management, achieving cost reductions, and reducing environmental impacts. These procedures include:

- 1. Discontinuing the automatic renewal of handsets.**
Historically, handsets were being replaced within 24-36 months of acquisition. Early renewal of fully functional handsets increases the total costs to the College. Additionally, phones are typically at less than half of their useful life at 30 months.
- 2. Repairing handsets with broken screens or defective batteries.**
Performing simple repairs to devices is a cost-effective way to manage our cell phone inventory and reduces our impact on the environment.
- 3. Reissuing handsets that have been returned to inventory from staff turnover.**

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An inventory of used cell phones is maintained for new employees and as replacement devices for broken cell phones. Using our existing inventory for these purposes is cost effective and a good use of College assets.

4. Reallocating service plans to new users and repaired handsets.

When possible, existing surplus service plans will be reallocated to new users. Using an existing service plan means that the College does not need to enter into a new multi-year contract with the service provider.

5. Only purchasing net-new handsets when absolutely required for reasons such as an unrepairable handset or in instances of operational requirements.

Procurement of new devices will be at the discretion of the Procurement Department when existing inventory cannot fulfill the need for a cell phone as detailed above.

The total cost savings to date, combined because of both direct savings and cost avoidance, total in excess of \$24,000. The program is continuing and overall savings will continue to accrue.

If you have any questions or concerns, please contact [Gordon Warner](#), Associate Director, Strategic Procurement.