



21 January 2016

Mr Vincent Reid
FYI Website

By email: fyi-request-3417-379f769c@requests.fyi.org.nz

Dear Sir

Official Information Act Request

We refer to your email dated 24 December with your modified request, pursuant to the Official Information Act, for copies of certain documents and information related to Unitec's services agreement with Concentrix.

We have now had an opportunity to consider this request. We have decided to make the requested information available, with redactions necessary to avoid disclosure of commercially sensitive data, and to make a charge in order to recover our reasonable costs.

As we have pointed out to you previously, as an institution in the public sector we have limited resources available for ad hoc projects and have an obligation of prudent financial management.

You queried the basis of our previous estimate of costs. In making an estimate I have been advised by the manager of Unitec's IMS department who considers that an e-discovery of documents in your Item 1 will take up to 3 days in order to set up the search rules, run the search and then analyse the data to remove non-relevant results or information that may not be released under the Act.

In addition, we estimate that Item 2 would require up to 4 hours.

On that basis, the charge would be the sum of 22.5 hours at \$70.00 (plus GST) per hour and 4 hours at \$50.00 (plus GST) per hour, a total of \$1,775.00 (plus GST). Although we are not aware of your financial circumstances or the circumstances of those on whose behalf you might be collecting the information, as a gesture of good faith we would be prepared to discount this sum by a material amount.

Therefore, the charge will be \$1,200.00 (plus GST).

This is a maximum charge; we shall keep a record of actual hours spent which, if they would be costed at less than \$1200.00, will result in a lower charge.

Would you please advise whether you are prepared to accept this charge. When we hear from you we shall then begin the process of compilation, although we shall not release the information until our invoice for the charge has been paid.

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As you may know, you have a right under the Act to seek a review by an Ombudsman of the estimated charge.

Yours faithfully

UNITEC INSTITUTE OF TECHNOLOGY

A handwritten signature in blue ink, appearing to read 'Richard Browning', is positioned above the printed name.

Richard Browning

Legal Counsel

rbrowning@unitec.ac.nz