



Officer Decision Record – Key Decision

Key decisions taken by an officer are subject to the 5 day call in period from circulation to Members, and therefore the decision will be released for implementation following the call-in period and no call in being received

1. Cabinet date and copy resolution this key decision relates to

10th April 2019 (DN.130)

The Director of Resources and Governance in consultation with the Portfolio Holder for Finance, Governance and Resources to commence procurement exercises associated with the ICT Refurbishment and Refresh programme; and,

The Director of Resources and Governance in consultation with the Portfolio Holder for Finance, Governance and Resources to deal with all matters up to and including the award of such contracts.

Authorises the Chief Legal and Monitoring Officer to execute all documentation in connection with the awards.

2. Subject and details of the matter (to include reasons for the decision)

Award of the contracts for the purchase of Laptops, Desktops and Monitors

The contracts will allow the Council to purchase laptops, desktops and monitors.

The maximum length of the contracts will be 4 years.

The estimated whole life value of the contracts is £1,505,592.

An aggregated further competition was run by the Crown Commercial Service on behalf of the Council, under the Technology Products and Associated Services (RM6068) Framework, Lot 2: Hardware & Associated Services.

Following completion of the evaluation process the following providers have been identified as the Most Economically Advantageous Tenderers:

Laptops - XMA Limited

Desktops and Monitors - Specialist Computer Centres PLC

3. Decision being taken

Award the contracts for the purchase of Laptops, Desktops and Monitors to XMA Limited (Laptops) and Specialist Computer Centres PLC (Desktops and Monitors) for a maximum of 4 years.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency. Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No

5. Anticipated outcome(s)/benefits

The contracts for the purchase of Laptops, Desktops and Monitors are awarded to XMA Limited (Laptops) and Specialist Computer Centres PLC (Desktops and Monitors) for a maximum of 4 years.

6. Details of any alternative options considered and rejected by the officer when making the decision (this should be similar to original cabinet decision)

Do nothing and not award the contracts: The ICT infrastructure would become unsupported / un-maintained and unable to cope with the loads placed upon it, both in terms of processing, storage capacity, backup and server infrastructure estate. We would lose our CoCo status, and the ability to deliver the Revenue and Benefits system along with any future application that will be delivered through this channel. Our Microsoft estate would become un-supported and non-patchable leaving the Council vulnerable to both internal and external attacks. If the ICT infrastructure was to remain in its current state, the Council would run the risk of losing some key applications; HR and Payroll systems, Children Services systems, Blue Badges, digital inclusion, the move to delivering on line where we can (e.g. information, advice and guidance), children's health (digital), all finance systems, Email, the ability to store, audit, log, record, retain and report on any information, Internet, all

Communication methods both internal and external, etc. Also, XMA Limited and Specialist Computer Centres PLC have been identified as the Most Economically Advantageous Tenderers so there is no reason to not award.

7. Background documents considered (web links to be included and copies of documents provided for publishing)

Cabinet Report - 10th April 2019 (DN.130)

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

N/A

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

No conflicts of interest have been identified.

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will of Cabinet and the decision of 10th April 2019 as detailed above.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The procurement process helps ensure value for money is achieved when procuring the ICT equipment. The costs will be managed from within the Council's approved capital investment programme and budget envelopes.

12. Human Resource Comments (Head of People and Culture or nominee)

There are no direct HR implications

13. Risk Assessment (in accordance with the Report Writing Guide)

The risk of not awarding the contracts for purchase of laptops, desktops and monitors will leave the Council running on an un-supported and end of life hardware platform within the Data Centres. This will result in an inability to upgrade the

majority of software to the latest version of Vendor supported platforms and could result in an inability to deliver the core application sets (Exchange, Citrix, Data recovery, Financial systems, Child Care systems etc.). This will impact on the efficiency and the ability to deliver multiple functional council services due to reliability of aging server based platforms and could in some cases result in an unacceptable impact of risk as a result of data not being able to be recorded/accessed/shared. Another example would be reputational risk due to poor / inefficient telephony infrastructure.

By ensuring that we are maintaining supportable hardware that can remain in operation this will ensure that we will be equipped against Cyber Attacks (such as Wannacry which caused major disruption and loss of service to NHS and CCG). Failure to maintain would result in the Council operating out of date hardware and will leave us liable to technical issues. In fact, security breaches and threats will become common place if the upgrade does not take place.

Accessibility Regulations come into force in 2019 and if we do not replace key hardware highlighted, we will be at risk of non-compliance. The networking switches are being replaced to ensure we can adhere to current security standards in line with the Code of Connection (Government network accessibility standards).

14. Has the Cabinet Tracker been updated with details of this decision?

Yes

15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director, Environment, Economy and Resources

Signed: REDACTED

Dated: 12th October

16. Consultation carried out with Portfolio Holder(s):

Name: Councillor Stanley Shreeve

Title: Deputy Leader and Portfolio Holder for Finance, Resources and Assets

Signed: REDACTED

Dated: 13.10.21

**17. If the decision is urgent then
consultation should be carried out
with the relevant Scrutiny
Chair/Mayor/Deputy Mayor**

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A