

CABINET

DATE	5 th April 2023
REPORT OF	Councillor Harness, Portfolio Holder for Finance, Resources and Assets
RESPONSIBLE OFFICER	Sharon Wroot, Executive Director, Place and Resources
SUBJECT	Procurement of ICT Hardware and Mobile Devices
STATUS	Open
FORWARD PLAN REF NO.	CB 04/23/02

CONTRIBUTION TO OUR AIMS

This report contributes to both the Stronger Economy and Stronger Communities outcomes by ensuring that the Council can continue to operate as a modern and fully functioning Council.

EXECUTIVE SUMMARY

The Council's current ICT Hardware and Mobile devices contracts have expired with no options to extend. In order to ensure a continuity of service and the Council's continued purchase of hardware equipment, a replacement contract needs to be procured.

The replacement arrangements will comply with the Public Contracts Regulations 2015, the Council's Contract Procedure Rules, and ensure that the Council achieves its duty of Best Value.

The estimated whole life value for a replacement 5-year contract is £1,050,000.

RECOMMENDATIONS

It is recommended that the Cabinet:

1. Approves the commencement of a procurement exercise for ICT Hardware and Mobile devices.
2. Delegates authority to the Executive Director, Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets to commence a procurement exercise for the purchase of ICT Hardware and mobile devices, to award and implement and to take all reasonable ancillary actions arising.
3. Authorises the Assistant Director Law and Governance (Monitoring Officer) to complete and execute all legal documentation arising.

REASONS FOR DECISION

The decision allows the Council to commence the procurement exercise for the replacement ICT Hardware and Mobile devices contract and allows the Council to award the contract.

1. BACKGROUND AND ISSUES

- 1.1 The Council's contract for ICT Hardware and Mobile Handsets and Associated Devices have expired and there are no extension periods available. To ensure a continuity of service and the Council's continued requirement for ICT Hardware and Mobile Devices, a replacement contract needs to be procured.
- 1.2 The replacement contract will allow the Council to compliantly purchase everyday ICT Hardware and Mobile Devices, with the exception of Laptops, Tablets, Desktop PC and Monitors which have an existing contractual arrangement in place.
- 1.3 A formal Invitation to Tender and award criteria will be developed, and the procurement will be undertaken in line with the requirements of the Public Contracts Regulations 2015, and the Council's Contract Procedure Rules, and ensure that the replacement contract represents value for money for the Council.
- 1.4 A project team has been established in readiness to undertake the procurement which consists of officers from ICT and Digital and the Procurement Team. Advice will be sought from Legal Services in relation to development of the terms and conditions and formation of the contract.

2. RISKS AND OPPORTUNITIES

- 2.1 The risk of the Council having inappropriate or no contract in place would cause significant financial and service risk and may result in some services not being able to be delivered effectively.
- 2.2 A successful outcome would lead to an economically advantageous contract that delivers value for money to the Council.

3. OTHER OPTIONS CONSIDERED

Do nothing – The current contracts have ended, so there is a need to procure a replacement contract in order that the Council are compliant with its Contract Procedure Rules and the Public Contracts Regulations 2015.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

There are no direct reputational implications for the Council resulting from the decision to procure the replacement ICT Hardware and Mobile Devices contract, however many significant reputational risks come into force should the Council decide not to invest.

5. FINANCIAL CONSIDERATIONS

The estimated whole life cost of the replacement contract for the ICT Hardware and Mobile devices contract is expected to be met by current ICT revenue and allocated capital budgets.

6. CHILDREN AND YOUNG PEOPLE IMPLICATIONS

There are no children and young people implications as a direct result of this report.

7. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

The procurement of ICT Hardware & Mobile Devices will explore opportunities to contribute towards the Councils net zero carbon roadmap and environmental vision.

8. CONSULTATION WITH SCRUTINY

There is no consultation planned.

9. FINANCIAL IMPLICATIONS

As indicated above, costs associated with the contract are to be met from revenue and capital budgets already incorporated into the approved Budget and Medium-Term Financial Plan.

10. LEGAL IMPLICATIONS

- 10.1 The procurement of ICT hardware and mobile devices facilitates the Council in delivering the stated aims and objectives underpinning its strategic objectives of Stronger Economy, Stronger Communities.
- 10.2 The procurement exercise will be conducted so as to comply with the Council's policy and legal obligations, specifically in compliance with the Council's Contract Procedure Rules and the Public Contracts Regulations 2015 and supported by relevant officers.
- 10.3 The delegations sought are consistent with an exercise of this nature.
- 10.4 Officers should note that an award constitutes a further decision and will be subject to completion of an Officer Decision Record. Where key decision criteria are met such Officer Decision Record will be subject to call in. Award and implementation timelines should accommodate this.

11. HUMAN RESOURCES IMPLICATIONS

There are no direct HR implications.

12. WARD IMPLICATIONS

There are no wards specifically affected.

13. BACKGROUND PAPERS

There are no back ground papers

14. CONTACT OFFICER(S)

Barry Hunt, Strategic Lead, ICT & Digital
Gemma Eaton, ICT Team Manager (Support)

COUNCILLOR STEPHEN HARNESS
PORTFOLIO HOLDER FOR FINANCE, RESOURCES AND ASSETS