



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

Cabinet approved the following recommendations on the 5th April 2023 (DN.125 Procurement of ICT Hardware and Mobile Devices)

1. That the commencement of a procurement exercise for ICT Hardware and Mobile devices as set out in the report now submitted be approved.
2. That the Executive Director, Place and Resources in consultation with the Portfolio Holder for Finance, Resources and Assets be delegated authority 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. That the Assistant Director Law and Governance (Monitoring Officer) be authorised to complete and execute all legal documentation arising.

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

Approval to award the Framework Agreement for ICT Hardware and Mobile Devices.

The Framework Agreement will cover the supply and delivery of network equipment, general peripherals and mobile handsets and accessories. The Framework does not cover the supply and delivery of laptops, tablets, monitors or desktops. These are covered under separate agreements.

The estimated whole life value of the Framework Agreement is £840,000.

The maximum length of the Framework Agreement is 48 months.

An open procurement process was run.

Following conclusion of the evaluation process, Total Computer Networks Ltd has been identified as the most economically advantageous tenderer, and so approval is sought to award the Framework Agreement for ICT Hardware and Mobile Devices to Total Computer Networks Ltd.

3. Decision being taken

That the executive Director Place and Resource in consultation with the Portfolio Holder for Finance, Resources and Assets approves award of the Framework Agreement for ICT Hardware and Mobile Devices to Total Computer Networks Ltd for a maximum duration of 48 months.

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 Framework Agreement for ICT Hardware and Mobile Devices is awarded to Total Computer Networks Ltd for a maximum duration of 48 months.

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

Nothing - The current Framework Agreement has ended, so there is a need to procure a replacement arrangement in order that the Council are compliant with its Contract Procedure Rules and the Public Contracts Regulations 2015.

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

Cabinet Decision (DN.125) Procurement of ICT Hardware and Mobile Devices
Cabinet Report.

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

No

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)

None

10. Monitoring Officer Comments (Monitoring Officer or nominee)

The decision is consistent with the will and expectation of Cabinet.

A framework agreement provides assurances as it must be compliant with the Public Contracts Regulations 2015. Such an approach also provides advantages, benefits and efficiencies.

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

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.

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 the Council having inappropriate or no compliant arrangement(s) in place would cause significant financial and service risk and may result in some services not being able to be delivered effectively.

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

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15. Decision Maker(s):

Name: Sharon Wroot

Title: Executive Director Place and
Resources

Signed: REDACTED

Dated: 01.03.24

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

Name: Cllr S Harness

Title: Portfolio Holder for Finance,
Resources and Assets

Signed: REDACTED

Dated: 04/03/24

Name:

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

Title:

Signed:

Dated: