



# RECORD OF DECISION TAKEN UNDER DELEGATED POWERS OUTLINED IN THE CONSTITUTION – Part 3 Section 16

**DELEGATED OFFICER DECISION** Paul Fleming  
**TAKEN BY:**  
**PORTFOLIO**  
**AREA:** Resources

**SUBJECT: Award of Contract for the supply of devices for the replacement of the Council’s desktop and laptop estate.**

## 1. DECISION

That the Director of Digital & Business Change in consultation with Executive Member for Resources approves entering into a contract with the highest scoring bidder for the supply of devices for the replacement of the Council’s desktop and laptop estate.

## 2. REASON FOR DECISION

The proposed supplier achieved the highest score following tender evaluations on the basis of being most economically advantageous.

## 3. BACKGROUND

The ITM&G previously commenced a major desktop refresh programme back in 2011 with the scheme completing in 2014. The majority of end user devices are now between 4 and 6 years old, are not covered under warranty and have reached the point where they are no longer fit for purpose and are costing the Council time and money in maintaining them.

A business case was submitted to management board where it was agreed to progress with the refresh of the Councils estate. Approval was granted by the Executive Board on the 14<sup>th</sup> June for the re-allocation of ICT corporate reserves to fund the project and to proceed with the procurement under the departments recommended strategy.

The tender document asked each bidder to respond to a number of quality questions regarding the delivery of the project to the Council with a weighting for the tender of 60% price and 40% quality. The bids were evaluated by a panel consisting of 4 members representing the IT department and central procurement. A total of 29 companies were invited to participate in the tender process under the framework with 6 bids being received by the Council. A summary of the tender scoring results are below;

	Quality	Price	Total Score	Rank
Bidder A	35	58.43	93.43	1
Bidder B	32	60	92	2
Bidder C	31	59.15	90.15	3
Bidder D	32	58.14	90.14	4
Bidder E	27	58.91	85.91	5
Bidder F	25	57.42	82.42	6

It is therefore recommended that the contract is awarded to Bidder A who had the highest overall score. Although this supplier were slightly behind on the pricing schedule some of this was due to

the fact that they had included a higher specification of adaptor for the tablet device compared with some of the other tenderers, internal discussions will occur within the department as to the most cost effective adaptor before the contract commences.

The costs provided to the Executive Board estimated that the cost for the provision of the equipment required would be £1,488,500 this cost has now reduced to £1,450,561 following the tender exercise.

#### 4. OPTIONS CONSIDERED AND REJECTED

The business case submitted to management board outlined the options available for the Council below, with a decision to proceed with option 3.

1. Do Nothing – with retention of current devices to be used/recycled across the Council
2. Full refresh of corporate devices on a like-for-like basis.
3. Full refresh of corporate devices with users receiving new device types where necessary (e.g. some laptop users receiving tablets)

The Executive board decision of the 14th June agreed with this approved this approach and approved the procurement route through the CCS framework lot 1 – hardware.

**Further information is available from the report author**

#### 5. DECLARATION OF INTEREST

All Declarations of Interest of the officer with delegation and the any Member who has been consulted, and note of any dispensation granted should be recorded below:

**VERSION:** 1

<b>CONTACT OFFICER:</b>	<b>Peter Hughes</b>
<b>DATE:</b>	06/08/2018
<b>BACKGROUND DOCUMENTS:</b>	Executive Board Decision 14 <sup>th</sup> June 2018 – Replacement of the Council's IT laptop and desktop estate.

Signed:



**Director : Paul Fleming**

**Date: 21/08/18**