

# Agenda

## Tendering Committee

**Date:** Wednesday, 8 June 2022

---

**Time:** 09:15

---

**Format:** Hybrid Meeting

---

**Contact:** Scott Kelly, Committee Officer  
Email: [scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and Members will have the option to attend the meeting remotely or in person at the Civic Space, Church Street, Dumbarton.

The business is shown on the attached agenda.

Yours faithfully

**JOYCE WHITE**

Chief Executive

**Distribution:**

Councillor John Millar (Chair)  
Councillor Diane Docherty  
Councillor Craig Edward  
Councillor David McBride  
Councillor Jonathan McColl  
Councillor June McKay (Vice Chair)  
Councillor James McElhill  
Councillor Hazel Sorrell

All other Councillors for information

Chief Officer – Supply, Distribution and Property  
Chief Officer – Regulatory and Regeneration

Date of Issue: 25 May 2022

**TENDERING COMMITTEE**  
**WEDNESDAY, 8 JUNE 2022**

**AGENDA**

**1 APOLOGIES**

**2 DECLARATIONS OF INTEREST**

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

**3 RECORDING OF VOTES**

The Committee is asked to agree that all votes taken during the meeting will be carried out by roll call vote to ensure an accurate record.

**4 OPEN FORUM**

The Committee is asked to note that no open forum questions have been submitted by members of the public.

**5 CONTRACT AUTHORISATION REPORT – SPECIALIST ROOFING (FLAT ROOFING AND METAL ROOFING) 7 – 9**

With reference to the Minutes of Meeting of the Tendering Committee held on 20 April 2022, submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing).

**6 CONTRACT AUTHORISATION REPORT – MICROSOFT LICENSES FOR EDUCATION ICT ESTATE 11 – 13**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft Licenses for Education ICT Estate.

**7/**

**7      CONTRACT AUTHORISATION REPORT – CITRIX      15 – 17**  
**NETSCALER LICENSES**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Citrix Netscaler Licenses.

**8      CONTRACT AUTHORISATION REPORT – ICT DEVICE      19 – 21**  
**REPLACEMENT FOR CORPORATE AND EDUCATION**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of contracts for the replacement of ICT Devices.

**9      CONTRACT AUTHORISATION REPORT – STORAGE ARRAY      23 – 26**  
**NETWORK REPLACEMENT**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Storage Array Network (SAN) Replacement.

**10      CONTRACT AUTHORISATION REPORT – PROVISION OF      27 – 31**  
**ONLINE PAYMENT SYSTEMS AND CASHLESS CATERING**  
**SYSTEMS**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to conclude the award of the contract for the Provision of Online Payment Systems and Cashless Catering Systems.

**11      CONTRACT AUTHORISATION REPORT – SCHOOL      33 – 38**  
**TRANSPORT SESSION 2022/23**

Submit report by the Chief Education Officer seeking approval to authorise the Chief Education Officer, in liaison with Strathclyde Partnership for Transport, to conclude and award contracts for mainstream school transport from August 2022 up to the end of school session 2024/25.

**12/**

## To Follow

**13 DELEGATED AUTHORITY TO APPROVE CONTRACT AWARDS DURING SUMMER RECESS – PROVISION OF INSURANCE SERVICES (INCLUDING CLAIMS HANDLING) FOR WEST DUNBARTONSHIRE COUNCIL AND WEST DUNBARTONSHIRE LEISURE TRUST**

## To Follow

Submit report by the Chief Officer – Supply, Distribution and Property advising of proposals to approve the award of the contracts for the Provision of Insurance Services (including Claims Handling) for West Dunbartonshire Council and West Dunbartonshire Leisure Trust as detailed during the summer recess.



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 8 June 2022**

---

**Subject: Contract Authorisation Report – Specialist Roofing (Flat Roofing and Metal Roofing)****1. Purpose**

- 1.1** The purpose of this report is to update Committee following the previous report on 20 April, and seek the approval of the Members to authorise the Chief Officer - Regulatory and Regeneration, to conclude the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing).

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Specialist Roofing (Flat Roofing and Metal Roofing) to Hugh L S McConnell Limited.
  - b) Note that the contract shall be for a period of two years at a budget of £2,000,000 with two x 12 month options to extend at a budget of £4,000,000 ex VAT. The estimated commencement date of the contract is 30 June 2022.

**3. Background**

- 3.1** At the Tendering Committee on 20 April 2022, the Members authorised the contract award for Specialist Roofing. However, further clarifications were required regarding the contract and the budget and consequently, this report advises Committee of these clarifications before awarding the Specialist Roofing (Flat Roofing and Metal Roofing) contract. The original report that was approved at the April Tendering Committee has been included as a background paper for reference.
- 3.2** Where works of a specialist nature are required (including roofing works), a specialist contractor is employed. The project was developed in response to notification that the previous Flat Roofing and Metal Roofing contractor would cease trading.
- 3.3** Infrastructure Regeneration and Economic Development Committee (IRED) on the 12 May 2021 and 17 November 2021 approved the commencement of a programme of Subcontractor Procurements for the Council. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations, the Public Procurement Regulations and the contract strategy.

#### **4. Main Issues**

- 4.1** As noted in the report authorised at 20 April 2022 Tendering Committee, one bidder submitted a tender response - Hugh L S McConnell Limited - and their tender submission was evaluated against a set of award criteria which was based on Price / Quality ratio of 60% / 40%. Hugh L S McConnell Limited scored 60% / 36%.
- 4.2** Committee approved the recommendation to award the contract to, Hugh L S McConnell Limited. The bidder, provided within their tender, the pricing schedule to provide roofing sub-contracting services up to the value of £6,712,500. This specific detail should have been clarified in the previous report to Committee in April. Although the schedule provides services up to the value of £6,712,500, in line with the budget, the contract shall be for a period of two years at a budget of £2,000,000 with two x 12 month options to extend at a budget of £4,000,000 ex VAT.
- 4.3** Hugh L S McConnell Limited has committed to paying all staff as a minimum the real Living Wage (min. £9.90 per hour) and promotes Fair Working Practices across their organisation. Further, Hugh L S McConnell Limited has committed to delivery of social benefits that will be discussed at the implementation meeting and examples will be:
- Use of West Dunbartonshire based organisations for sub-contracting opportunities;
  - Measurable and committed support for local small and medium sized enterprises
  - Donation of support a local community project;
  - Community operated transport which helps reduce CO2 emissions or carbon footprint; and
  - Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

#### **5. People Implications**

- 5.1** There are no people implications.

#### **6. Financial and Procurement Implications**

- 6.1** Financial costs in respect of this contract will be met from the approved Capital budget of Infrastructure Regeneration and Economic Development Committees.
- 6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Building Services and the provisions of Contract Standing Orders, the Financial Regulations and relevant Public Procurement Regulation.

#### **7. Risk Analysis**



- 7.1** Hugh L S McConnell Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 8. Equalities Impact Assessment (EIA)**
- 8.1** An equalities impact screening was undertaken and identified that an Equalities Impact Assessment was required
- 9. Consultation**
- 9.1** Building Services, Finance Services and Legal Services have been consulted on the contents of this report.
- 10. Strategic Assessment**
- 10.1** The Council has responsibility for the Housing Capital Programme until 2025. As part of that responsibility the Council must meet the demand for roofing including; domestic properties, commercial properties, maintenance and repairs.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 8 June 2022

---

**Person to Contact:** Susan Todd – Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: N/A  
Email: [Susan.Todd@west-dunbarton.gov.uk](mailto:Susan.Todd@west-dunbarton.gov.uk)

Martin Feeney – Building Services Manager  
Email: [Martin.Feeney@west-dunbarton.gov.uk](mailto:Martin.Feeney@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** Report to Tendering Committee 20 April 2022  
Contract Strategy  
Equalities Impact Assessment

**Wards Affected:** West Dunbartonshire



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 8 June 2022**

---

**Subject: Contract Authorisation Report – Microsoft Licenses for Education ICT Estate****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Microsoft Licenses for Education ICT Estate.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Microsoft Licenses for Education ICT Estate to Insight Direct (UK) Ltd; and
  - b) Note that the contract shall be for a maximum period of 12 months and at a value of £62,814 ex VAT. The estimated commencement date of the contract is 1 July 2022.

**3. Background**

- 3.1** The Council has a requirement to procure Microsoft licenses across the education establishments. These licenses provide a Council wide agreement for staff and pupils and are required in order for the Council to be allowed to access and utilise the Microsoft Windows and Microsoft Office software. The current contract is with Insight Direct (UK) Ltd.
- 3.2** The budget for Microsoft Licenses for Education ICT Estate was approved at the Corporate Service Committee on 23 February 2022. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy was also approved on 31 March 2022.
- 4. Main Issues**
- 4.1** The Contract Strategy identified that a reverse e-auction – online and in real time, under a Crown Commercial Services (CCS) framework agreement (FA) Technology Products & Associated Services RM6068, Lot 3 – Software and Associated Services, was the best route to market for Microsoft Windows and Microsoft Office software.

- 4.2** On 22 April 2022, three compliant bids were received from Insight Direct (UK) Ltd, Phoenix Software Ltd and Stone Computers Ltd, which assessed their Quality scores (10%). Utilising each bidder's Quality scores (10%), an e-auction was then held on 26 April 2022 which further assessed their Price scores (90%):

	<b>Weighting</b>	<b>Insight Direct (UK) Ltd</b>	<b>Phoenix Software Ltd</b>	<b>Stone Computers Ltd</b>
<b>Best Value</b>	<b>(10%)</b>	<b>5%</b>	<b>7.5%</b>	<b>2.5%</b>
<b>Quality Sub-Total %:</b>	<b>(10%)</b>	<b>5%</b>	<b>7.5%</b>	<b>2.5%</b>
<b>Price Sub Total £</b>	<b>-</b>	<b>£62,814</b>	<b>£64,960</b>	<b>£70,789</b>
<b>Price Sub Total %</b>	<b>(90%)</b>	<b>90%</b>	<b>87.027%</b>	<b>79.861%</b>
<b>Total Score</b>	<b>100%</b>	<b>95%</b>	<b>94.527%</b>	<b>82.361%</b>

- 4.3** It is recommended that the contract is awarded to Insight Direct (UK) Ltd, of The Atrium, 1 Harefield Road, Uxbridge, Middlesex, UB8 1PH who provided the most economically advantageous tender. The contract shall be for a maximum period of 12 months at a value of £62,814 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee.
- 4.4** Insight Direct (UK) Ltd has committed to following Fair Working Practices in line with the FA process and pay all staff the real Living Wage (min. of £9.90 per hour). There are no specific social benefits associated with this contract, however further social benefits will be discussed with Insight Direct (UK) Ltd and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.

## **5. People Implications**

- 5.1** There are no people implications.

## **6. Financial and Procurement Implications**

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services.

## **7. Risk Analysis**

- 7.1** Failure to implement a Microsoft license renewal will leave the Council staff and pupils with no access to Microsoft products, such as Word, Excel and Outlook.
- 7.2** Insight Direct (UK) Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities impact assessment screening was undertaken by the ICT Services which determined a full equalities impact assessment was not required.

## **9. Consultation**

- 9.1** Consultation has taken place with ICT Services, Finance Services and Legal Services.

## **10. Strategic Assessment**

- 10.1** The Provision of Microsoft Licences for Education ICT Estate will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:**

---

**Person to Contact:** Michelle McKenzie, Procurement Officer, Corporate Procurement Unit  
Telephone 01389 737484  
Email: [michelle.mckenzie@west-dunbarton.gov.uk](mailto:michelle.mckenzie@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** None



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 8 June 2022**

---

**Subject: Contract Authorisation Report – Citrix Netscaler Licenses****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Citrix Netscaler Licenses.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Citrix Netscaler Licenses to Boxxe Limited; and
  - a) Note that the contract shall be for a maximum period of 12 months and at a value of £199,025 ex VAT. The estimated commencement date of the contract is 1 July 2022.

**3. Background**

- 3.1** The Council has a requirement to renew the existing Citrix Licences to allow continued use of the existing Citrix Xendesktop environment to facilitate flexible and mobile working practice. It is also required to support projects such as the Office Rationalisation project. The current contract is with XMA Limited.
- 3.2** The budget for Citrix Netscaler Licenses was approved at the Corporate Service Committee on 23 February 2022. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy was also approved on 7 April 2022.

**4. Main Issues**

- 4.1** The Contract Strategy identified that a reverse e-auction – online and in real time, under a Crown Commercial Services (CCS) framework agreement (FA) for Technology Products & Associated Services RM6068, Lot 3 – Software and Associated Services, was the best route to market for Citrix Netscaler Licenses.
- 4.2** On 25 April 2022, two compliant bids were received from Boxxe Limited and XMA Limited, which assessed their Quality scores (10%). Utilising each bidder's Quality scores (10%), an e-auction was then held on 28 April 2022 which further assessed their Price scores (90%):

	Weighting	Boxxe Limited	XMA Limited
Best Value	(10%)	5%	7.5%
Quality Sub-Total %:	(10%)	5%	7.5%
Price Sub Total £	-	£199,025	£243,406.02
Price Sub Total %	(90%)	90%	73.59%
Total Score	100%	95%	81.09%

**4.3** It is recommended that the contract is awarded to Boxxe Limited, of East Moor House, Green Park Business Centre, Goose Lane, Sutton on the Forest, York, YO61 1ET who provided the most economically advantageous offer. The contract shall be for a maximum period of 12 months at a value of £199,025 ex VAT. The value of the contract is above the value approved by the Corporate Services Committee (£194,800) and the extra funding will be provided from within the Computer Software budget.

**4.4** Boxxe Limited has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. There are no specific social benefits associated with this contract, however further social benefits will be discussed with Boxxe Limited and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.

## **5. People Implications**

**5.1** There are no people implications.

## **6. Financial and Procurement Implications**

**6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of ICT Services.

## **7. Risk Analysis**

**7.1** Failure to implement a Citrix Netscaler renewal will leave the Council staff with no access to continue with Remote and Flexible Working.

**7.2** Boxxe Limited has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An equalities impact assessment screening was undertaken by the ICT Services which determined a full equalities impact assessment was not required.



## **9. Consultation**

**9.1** Consultation has taken place with ICT Services, Finance Services and Legal Services.

## **10. Strategic Assessment**

**10.1** The Provision of Citrix Netscaler Licenses will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:**

---

**Person to Contact:** Michelle McKenzie, Procurement Officer, Corporate Procurement Unit  
Telephone 01389 737484  
Email: [michelle.mckenzie@west-dunbarton.gov.uk](mailto:michelle.mckenzie@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** None



## WEST DUNBARTONSHIRE COUNCIL

## Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 8 June 2022

---

**Subject: Contract Authorisation Report – ICT Device Replacement for Corporate and Education**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of contracts for replacement of ICT Devices.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contracts to the following Scottish Government ICT framework agreement (FA) suppliers:

FA Name	Supplier Name	Estimated Total Cost 2022/23
Web Based and Proprietary Devices (Tablets)	XMA Limited	£395,479.41
Desktop Client Devices (PCs and Monitors)	HP Inc. UK Ltd	£496,531.97

- b) Retrospectively approve the device replacement purchases for Corporate and Education establishments for late summer delivery. Approval is sought due to current global supply chain shortages that creates an extended lead-time for delivery.

**3. Background**

- 3.1** Through the Capital Plan, approval has been given to the replacement of approximately 2600 ICT devices per annum for Corporate and Education services. The approved budget of £737k for this requirement in 2022/23 was formally noted by the Corporate Services Committee on 23 February 2022. At this meeting, it was agreed to refer all contract awards from £50k to the Tendering Committee.
- 3.2** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy was also approved on 12 May 2022.

#### **4. Main Issues**

- 4.1** The Contract Strategy determined that the Scottish Government's ICT FA's were the best route to market. For the device replacements in 2022/23, it is proposed to use the following FA's:

<b>FA Name</b>	<b>Supplier Name</b>	<b>Estimated Total Cost</b>	
Web Based and Proprietary Devices (Tablets)	XMA Limited	£395,479.41*	
Desktop Client Devices (PCs and Monitors)	HP Inc. UK Ltd	£496,531.97*	
<b>*Estimated Total</b>		<b>£892,011.38</b>	

\*ICT will adjust the volume of devices ordered to align with available budget as outlined in the Corporate Services February 2022 paper.

- 4.2** The two Scottish Government's ICT FA's have a single supplier on each FA. The Price and Quality ratio was determined at the time that the FA's were tendered. As such, the Quality aspect has already been assessed and the Price captured in catalogues which the Council has access to.
- 4.3** XMA Limited and HP Inc.UK Ltd. have committed to following Fair Working Practices in line with the FA process and pay all staff the real Living Wage (min. of £9.90 per hour). There are no specific social benefits associated with these contracts, however further social benefits will be discussed with the suppliers and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.

#### **5. People Implications**

- 5.1** There are no people implications.

#### **6. Financial and Procurement Implications**

- 6.1** Financial costs in respect of this contract will be met from the approved capital budgets for People and Technology.

#### **7. Risk Analysis**

- 7.1** XMA Limited and HP Inc.UK Ltd have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project and may have implications on the Council's ability to progress capital spend and will impact teaching and learning as many devices are no longer fit for purpose.

## **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities screening was undertaken for the original Committee report and there were no equalities implications. Where specific needs are identified, adjustments are made to the device specification.

## **9. Consultation**

- 9.1** Consultation has taken place with ICT Services, Finance Services and Legal Services.

## **10. Strategic Assessment**

- 10.1** High quality IT equipment and services contribute to the Council's strategic priority of delivering fit for purpose estate and facilities and delivers a positive response to staff feedback in the annual ICT Customer Satisfaction Survey.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:**

---

**Person to Contact:** Michelle McKenzie, Procurement Officer, Corporate Procurement Unit  
Telephone 01389 737484  
Email: [michelle.mckenzie@west-dunbarton.gov.uk](mailto:michelle.mckenzie@west-dunbarton.gov.uk)

**Appendices:** None

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** None



**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 8 June 2022**

---

**Subject: Contract Authorisation Report – Storage Array Network Replacement****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Storage Array Network (SAN) Replacement.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the Contract for SAN Replacement to Insight Direct (UK) Ltd.
  - b) Note that the contract shall be for a period of five years and at a value of £128,892.72 ex VAT. The estimated commencement date of the contract is 01 July 2022.

**3. Background**

- 3.1** This requirement is to replace hardware storage used for the Council's server environment which was purchased in excess of 10 years ago and is now at the end of life. The SAN Replacement will take place at a primary Data Centre with 106TB and secondary Data Centre 106TB, to meet current sizing. The total capacity includes a 10% growth capacity over a period of five years. The two sites will be:
- Primary Data Centre - Aurora House Data Centre
  - Secondary Data Centre - William Patrick Library Data Centre
- 3.2** The associated benefits of this Contract will be the ability to cope with an increase in storage capacity requirements alongside a reduction in energy usage. This is due to the increased efficiency of the newer technology not requiring to consume the same amount of power in the Council's Data Centres.
- 3.3** The overall budget for (SAN) Replacement is part of the Capital Plan that was approved at the Corporate Services Committee on 23 February 2022.
- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 21 December 2021.

#### 4. Main Issues

- 4.1** Pre market engagement was conducted via Public Contract Scotland (PCS) and the recommended outcome from this was to utilise a framework agreement (FA) mini competition procedure to secure the best outcome for the Council with regards to commercial and technical solutions.
- 4.2** Two potential FA's were considered, one which included Quality and Price and one which was Price only. It was concluded that due to the technical nature of this requirement (Quality) that the Council utilise the Crown Commercial Services FA for Technology Products & Associated Services (RM6068).
- 4.3** 23 potential bidders expressed an interest, with four bidders submitting a response by the deadline on 1 April 2022. The four tender submissions were evaluated by representatives from ICT and Corporate Procurement Unit against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Four tender submissions passed the selection criteria.
- 4.4** Four tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 40% / 60%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	European Electronique	Insight Direct (UK) Limited	SCC (Specialist Computer Centres)	Trustco Plc
<b>Quality (60%)</b>					
Cost	<b>(15%)</b>	15%	15%	15%	5%
Quality	<b>(20%)</b>	15%	10%	20%	10%
Service	<b>(20%)</b>	15%	20%	20%	20%
Social Benefits	<b>(5%)</b>	5%	2.5%	5%	5%
<b>Quality Sub-Total %:</b>	<b>(60%)</b>	<b>50%</b>	<b>47.5%</b>	<b>60%</b>	<b>40%</b>
<b>Price (40%)</b>					
<b>Price Sub Total £</b>	<b>-</b>	<b>£182,324.00</b>	<b>£128,892.72</b>	<b>£192,874.80</b>	<b>£268,605.00</b>
<b>Price Sub Total %</b>	<b>(40%)</b>	<b>28.8%</b>	<b>40%</b>	<b>26.73%</b>	<b>19.2%</b>
<b>Total Score</b>	<b>100%</b>	<b>78.8%</b>	<b>87.5%</b>	<b>86.73%</b>	<b>60.2%</b>



**4.5** It is recommended that the contract is awarded to Insight Direct (UK) Ltd of The Atrium, 1 Harefield Road Uxbridge, Middlesex, UB8 1PH who has provided the most economically advantageous tender. The contract shall be for a period of five years at a value of £128,892.72 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee.

**4.6** Insight Direct (UK) Ltd has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Further, Insight Direct (UK) Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

Donation of £300 of goods to local food-share scheme;  
Donation of labour to support a local community project;  
Providing 12 hours of volunteers to support a local community project; and  
Supporting the reduction of non-recyclable materials throughout the West Dunbartonshire area.

**4.7** The social benefits will be discussed at the implementation meeting with Insight Direct (UK) Ltd and actions to take these forward will be agreed.

## **5. People Implications**

**5.1** There are no people implications.

## **6. Financial and Procurement Implications**

**6.1** Financial costs in respect of this Contract will be met from the approved Capital budget of ICT.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with ICT officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

## **7. Risk Analysis**

**7.1** Insight Direct (UK) Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

**7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An equalities screening was undertaken for this report to determine if there is an equalities impact. The results where there is no equalities impact.

## **9. Consultation**

**9.1** ICT, Finance Services and Legal Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

**10.1** The Storage Array Network will contribute to the delivery of the Council's strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 24 May 2022

---

<b>Person to Contact:</b>	Daniel Cullen Procurement Officer <a href="mailto:Daniel.Cullen@west-dunbarton.gov.uk">Daniel.Cullen@west-dunbarton.gov.uk</a>
<b>Appendices:</b>	None
<b>Background Papers:</b>	Contract Strategy EIA Screening
<b>Wards Affected:</b>	All

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 8 June 2022**

---

**Subject: Provision of Online Payment Systems and Cashless Catering Systems****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Provision of Online Payment Systems and Cashless Catering Systems

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the Contract for Online payment systems and cashless catering systems to ParentPay Ltd, Number 3, Siskin Drive, Coventry.
  - b) Note that the contract shall be for a period of 2 years with the option of a 2 x 12 month extension at a value of £32,500 ex VAT over 2 years and £65,000 ex VAT should the contract be extended. The estimated commencement date of the contract is 1 July 2022.

**3. Background**

- 3.1** The projects aim is to continue to maximise the use of online school payment systems for parents allowing full home to bank transactions for all types of payments. This requirement will allow the Council to benefit from new emerging technologies
- 3.2** The system will continue to promote the following, improved work practices within the school environment. The system will bring all the finance and school payments into one area. The system offers payment plans option to assist families to budget for any upcoming school trips or events. Support non-cash payment options within the Covid environment.
- 3.3** The overall Revenue budget for Online payment systems and cashless catering system for a period of 4 years was approved at the Educational Services Committee on 1 December 2021.

- 3.4** This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Regulations. A Contract Strategy document was also approved on 5 April 2022.

#### **4. Main Issues**

The Procurement route to market compared two framework agreements (FA). When carrying out the market analysis, the Scottish Procurement Alliance (SPA) Framework had a number of Lots listed however, unfortunately this FA could not offer the solution required under their electrical payment lot. The Scotland Excel (SXL) framework agreement for Online School Payment, offered a lot for Online School Payments with contractors who could deliver the required solution. Following market analysis it was agreed with the service area that a mini competition would be conducted utilising the framework technical and commercial criteria.

- 4.1** A mini competition was issued on 6 April 2022 to all 4 contractors named on the framework lot who could meet the Council's requirements, with 3 contractors expressing an interest and with 2 contractors submitting a response by the tender deadline of 29 April 2022.

The 2 tender submissions were evaluated by representatives from Education, Learning and Attainment and Corporate Procurement Unit against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity.

- 4.2** 2 tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	CRB Cunninghams	ParentPay Ltd
<b>Quality (70%)</b>			
Quality	<b>(30%)</b>	15%	22.5%
Service	<b>(25%)</b>	12%	18.75%
Social Benefits	<b>(5%)</b>	2.5%	5%
Sustainability	<b>(5%)</b>	3.75%	3.75%
Fair Work	<b>(5%)</b>	2.5%	3.75%
<b>Quality Sub-Total %:</b>	<b>(70%)</b>	<b>51.775%</b>	<b>76.77%</b>
<b>Price (30%)</b>			

Price	(100%)	£8,811	£15,831.90
[Price Sub Total %	(30%)	30%	16%
Total Score	100%	81.77%	92.77%

**4.3** It is recommended that the contract is awarded to Parent Pay, of Siskin Drive, Coventry who has provided the most economically advantageous tender. The contract shall be for a period of 2 years with the option of 2 x 12 months extensions and at a value of £32,500 ex VAT over 4 years and £65,000 ex VAT should the contract be extended.

**4.4** ParentPay Ltd has committed to paying all staff as a minimum the real Living Wage (£9.90 per hour) and promotes Fair Working Practices across their organisation. Further, ParentPay Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Recruitment of 1 members of staff from within the West Dunbartonshire geographical area
- Deliver 1 quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment;
- Providing hours of volunteers to support a local community project;
- Donation of £ to support a local community project

The social benefits will be discussed at the implementation meeting with ParentPay Ltd and actions to take these forward will be agreed.

## **5. People Implications**

There are no people implications.

## **6. Financial and Procurement Implications**

Financial costs in respect of this will be met from the approved General Revenue budget of Education, Learning and Attainment.

**6.1** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Education, Learning and Attainment officers and the provisions of Contract Standing Orders, the Financial Regulations and Public Procurement Regulations.

## **7. Risk Analysis**

- 7.1** ParentPay Ltd has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and reputational ramifications.

## **8. Equalities Impact Assessment (EIA)**

An equalities screening was undertaken for this report to determine if there is an equalities impact. It identified a range of positive impacts for equality groups

## **9. Consultation**

Education, Learning and Attainment, Finance Services and Legal Services have been consulted on the contents of this report.

## **10. Strategic Assessment**

The Online Payment Systems and Cashless Catering Systems will contribute to the delivery of the Council's strategic priorities:

- Open, accountable and accessible local government; and
- Efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 25 May 2022

---

### **Person to Contact:**

Laura Adams – Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: N/A  
Email: [Laura.Adams@west-dunbarton.gov.uk](mailto:Laura.Adams@west-dunbarton.gov.uk)

Alan Munro – Quality & Performance Officer | Education Learning & Attainment  
Email: [alan.munro@west-dunbarton.gov.uk](mailto:alan.munro@west-dunbarton.gov.uk)

**Background Papers:** Contract Strategy  
EIA Screening

**Wards Affected:** All





**WEST DUNBARTONSHIRE COUNCIL****Report by the Chief Education Officer****Tendering Committee: 8 June 2022**

---

**Subject: Contract Authorisation Report - School Transport Session 2022/2023****1. Purpose**

- 1.1** The purpose of this report is to seek approval of the Tendering Committee to authorise the Chief Education Officer in liaison with Strathclyde Partnership for Transport (SPT) to conclude and award contracts for mainstream school transport from August 2022 and up to end of school session 2024/25.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Chief Education Officer in liaison with SPT to conclude on behalf of West Dunbartonshire Council, the award of the provision of mainstream school transport contracts from August 2022 as detailed in appendix 1;
- b) Note that the contracts shall be for a maximum period of 3 years and at the cumulative value of £451,568 per annum (ex VAT);
- c) Note the Chief Education Officer in liaison with SPT will award any further contracts during school term 2022/2023 for contracts not exceeding £50,000.

**3. Background**

- 3.1** Strathclyde Partnership for Transport (SPT) makes the necessary arrangements in liaison with West Dunbartonshire Council to procure all mainstream school transport contracts.

- 3.2** The procurement exercise was conducted on the Council's behalf by SPT under their Dynamic Purchasing System which offers open access to suppliers and enables the Council to take advantage of supplier competition and capacity. The procurement was carried out in accordance with the Public Procurement Regulations.

- 3.3** Members will be aware that:

- a) Contracts for sums not exceeding £50,000 may be awarded by the appropriate Chief Education Officer following appropriate procurement processes; and

b) Contracts for sums exceeding £50,000 require to be notified to Members for approval.

**3.4** As contracts are aggregated for Public Procurement Regulations they have been reported here regardless of their individual values.

#### **4. Main Issues**

**4.1** Tender submissions were evaluated by representatives from SPT (as laid down in West Dunbartonshire Council's mainstream school transport agency agreement) against pre-determined selection criteria forming part of the published tender documents which assessed contingency planning, presentation and livery and social benefit. Eight tender submissions passed the selection criteria.

**4.2** Tender submissions were evaluated against a set of award criteria which was based on a Total Cost of Ownership (TCO) / Quality ratio of 90% /10 %. The quality element reflects 80% contingency planning, 10% relating to presentation and livery and 10% relating to social benefit. TCO includes the maintenance, running costs, disposal etc as well as price.

**4.3** Lists of contracts are appended showing those for sums exceeding £50,000 for Members approval (Appendix 1).

**4.4** The contracts recommended for award are for a range of 12 and 36 month period and include dedicated vehicle provision and service bus passes. Where dedicated contracts are approved, all vehicles must be fitted with seatbelts. The annual value of the contracts recommended as listed at appendix 1 is £451,568 (exc VAT) which represents an increase of £57,865 compared to current contract cost.

**4.5** The award of contracts will be subject to meeting the terms and conditions as stated in the Conditions of Contract.

**4.6** 10% of the available quality marks (20% weighting overall) were attributed to social benefits and this will be explored further with the appointed contractors under the terms of the contract and in consultation with SPT.

#### **5. People Implications**

**5.1** There are no people implications related to this report.

#### **6. Financial and Procurement Implications**

##### **6.1 Financial:**

Financial costs in respect of these particular contracts will require to be met from the approved revenue budgets of Education, Learning and Attainment. As noted in 4.4 above, there will be an overall increase in annual cost of £57,865 for the recommended contracts as referenced in appendix one. At the budget setting exercise each year anticipated costs are determined by our understanding of

expected market fluctuations, however this year has seen a marked rise in transport costs out with our prediction.

#### **6.1.1 Procurement:**

This procurement exercise was conducted in accordance with the relevant Public Procurement Regulations.

### **7. Risk Analysis**

- 7.1** There is a risk that the Authority will not deliver its statutory duties under the Education Scotland Act (1980) should the committee decide not to proceed as recommended.
- 7.2** The successful contractors have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

### **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities impact assessment screening has been carried out which confirmed there is no negative impact on any protected characteristic.

### **9. Consultation**

- 9.1** Legal, Finance and Corporate Procurement Unit have been consulted in relation to the content of this report.

### **10. Strategic Assessment**

- 10.1** Proper procurement is a cornerstone of good governance and supports Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council.

**Laura Mason**  
**Chief Education Officer**

---

**Person to Contact:** Susan Mullin, Transport Coordinator  
Education, Learning and Attainment,  
e-mail: [susan.mullin@west-dunbarton.gov.uk](mailto:susan.mullin@west-dunbarton.gov.uk)

Andrew Brown, Senior Education Officer  
Education, Learning and Attainment  
e-mail: [andrew.brown@west-dunbarton.gov.uk](mailto:andrew.brown@west-dunbarton.gov.uk)

**Appendices:** As attached

**Background Papers:** EIA screening

**Wards Affected:** All

Replacement Contract No.	Area	Current Operator	Current Annual Value	Estimated Pupils	Years	Total cost	Annual Costs	Operator	£ Change	% increase / decrease	Outcome	Assessor Comments	Additional Comments	Number of Bids received
0579L	GLASGOW GAELIC SCHOOL (Pri) - DUMBARTON, OLD KILPATRICK, DUNTOCHER, FAIFLEY AND CLYDEBANK (dedicated)	CLYDEBANK & DISTRICT TOA RADIO SYSTEM LTD	11,953.00	4	1	13,300.00	13,300.00	CLYDEBANK & DISTRICT TOARS (084)	1,347.00	11	BEST VALUE	single (84S1)	n/a	3
2007M	CLYDEBANK HS - FAIFLEY	FIRST GLASGOW (NO 1) LTD	26,949.00	72	1	32,832.00	32,832.00	FIRST GLASGOW (NO. 2) LIMIT	5,883.00	22	BEST VALUE	single (075S1)	Price is to provide school passes to enable pupils to travel on First Glasgow service 2.	2
2399U	ST EUNAN'S PS - LINNVALE, CLYDEBANK	PJ TRAVEL LIMITED	27,815.00	29	3	96,857.00	32,285.67	P J Travel Ltd	4,470.67	16	BEST VALUE	single (T92S1)	n/a	1
2695R	CLYDEBANK HS - HARDGATE (COCHNO ROAD AREA)	CLYDEBANK & DISTRICT TOA RADIO SYSTEM LTD	3,039.00	1	1	3,800.00	3,800.00	CLYDEBANK & DISTRICT TOARS	761.00	25	BEST VALUE	single (084S1)	n/a	1
8011P	GARTOCHARN PS - GARTOCHARN FARMS	MCCOLLS TRAVEL LTD	30,784.00	16	3	79,771.00	26,590.33	Carrs Loch Lomond Ltd	-4,193.67	-14	BEST VALUE	single (D53S1)	n/a	5
8047M	OUR LADY & ST PATRICK'S HS - MOLLANBOWIE AND HALDANE	MARBILL COACH SERVICES LIMITED	32,820.00	65	3	114,000.00	38,000.00	Carrs Loch Lomond Ltd	5,180.00	16	BEST VALUE	single (D53S1)	n/a	6
8048M	OUR LADY & ST PATRICK'S HS - BALLOCH, DALVAIT AND BONHILL (LADYTON, O'HARE, REDBURN AND NOBLESTON)	MARBILL COACH SERVICES LIMITED	32,820.00	62	3	106,020.00	35,340.00	MCCOLLS TRAVEL LTD	2,520.00	8	BEST VALUE	single (G58S1)	n/a	7

8049M	OUR LADY & ST PATRICK'S HS - MAIN ROAD MILTON AND JAMESTOWN, OLD BONHILL AND DILLICHIP AREAS	MARBILL COACH SERVICES LIMITED	32,820.00	80	3	105,450.00	35,150.00	Carrs Loch Lomond Ltd	2,330.00	7	BEST VALUE	single (D53S1)	n/a	6
8050M	OUR LADY & ST PATRICK'S HS - PAPPERT, BRAEHEAD, BEECHWOOD (Beechwood Drive) AND STRATHLEVEN (dedicated)	MARBILL COACH SERVICES LIMITED	26,416.00	53	3	96,045.00	32,015.00	Marbill Coach Services Ltd	5,599.00	21	BEST VALUE	package (276P2)	n/a	9
8122M	VALE OF LEVEN ACAD (LINK) - GARTOCHARN/BALLOCH (FARM AREAS)	MCCOLLS TRAVEL LTD	23,399.00	16	1	26,600.00	26,600.00	Carrs Loch Lomond Ltd	3,201.00	14	BEST VALUE	single (D53S1)	n/a	5
8148B	OUR LADY & ST PATRICK'S HS - LEVENVALE, TULLICHEWAN, ROSSHEAD AND ALEXANDRIA	MARBILL COACH SERVICES LIMITED	26,416.00	65	3	108,300.00	36,100.00	Carrs Loch Lomond Ltd	9,684.00	37	BEST VALUE	single (D53S1)	n/a	6
8149B	OUR LADY & ST PATRICK'S HS - RENTON	MARBILL COACH SERVICES LIMITED	26,416.00	56	3	96,045.00	32,015.00	Marbill Coach Services Ltd	5,599.00	21	BEST VALUE	package (276P2)	n/a	7
8150B	OUR LADY & ST PATRICK'S HS - CASTLEHILL, DUMBARTON	MARBILL COACH SERVICES LIMITED	32,820.00	75	3	130,530.00	43,510.00	MCCOLLS TRAVEL LTD	10,690.00	33	BEST VALUE	single (G58S1)	n/a	5
8151B	OUR LADY & ST PATRICK'S HS - CARDROSS ROAD, WESTCLIFF AND KIRKTONHILL DUMBARTON	MARBILL COACH SERVICES LIMITED	26,416.00	60	3	96,045.00	32,015.00	Marbill Coach Services Ltd	5,599.00	21	BEST VALUE	package (276P2) option: Change of Vehicle	Use 59 seater instead of 60	8
8152B	OUR LADY & ST PATRICK'S HS - BRUCEHILL, DUMBARTON	MARBILL COACH SERVICES LIMITED	32,820.00	53	3	96,045.00	32,015.00	Marbill Coach Services Ltd	-805.00	-2	BEST VALUE	package (276P2)	n/a	9
		TOTAL	393,703.00		TOTAL	1,201,640.00	451,568.00	TOTAL	57,865.00	15%				