

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:

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

*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

Appendices: None

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: None

