

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 4 August 2021**

Subject: Citrix Netscaler Licenses**1. Purpose**

- 1.1** The purpose of this report is to advise Members of a contract that was approved by the Chief Officer of People and Technology in consultation with the Convener of Tendering Committee for Citrix Netscaler Licenses.

2. Recommendations

- 2.1** It is recommended that the Members note the award of the contract for Citrix Netscaler Licenses to XMA Limited with the period of 12 months and at a value of £173,727 ex VAT. The commencement date of the contract was 30 June 2021.

3. Background

- 3.1** The Council had 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 was also required to support projects such as the Office Rationalisation project. The previous contract was with XMA Limited.
- 3.2** The budget and approval to procure for Citrix Netscaler Licenses was approved at the Corporate Service Committee on 17 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations; and the Procurement Regulations for Goods and Services. A Contract Strategy document was also approved on 24 April 2021.
- 3.3** A report on Contracts to be Awarded During the Summer Recess was approved at the Tendering Committee on 2 June 2021 to grant delegated authority to the Chief Officer – People and Technology in consultation with the Convener of Tendering Committee to approve the award of the contract for Citrix Netscaler Licenses. The Chief Officer - Regulatory & Regeneration was to conclude the award. A further report detailing the outcome of the contract for Citrix Netscaler Licenses was to be submitted to the next appropriate Tendering Committee for noting, in accordance with Standing Orders 35(b) iv.
- 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 6 May 2021, two compliant bids were received. The two bids were from Phoenix Software Ltd and XMA Limited. An e-auction was held to determine the most economically advantageous offer. XMA Limited offered a bid that was

assessed by representatives from ICT Services as the optimal technical solution at the most competitive rates. The Corporate Procurement Unit facilitated this process.

- 4.3** The two bids were evaluated against a set of award criteria which was based on Price / Quality ratio of 90% / 10%. The scores relative to the award criteria of each bidder are as follows:

	Weighting	Phoenix Software Ltd	XMA Limited
Best Value	(10%)	7.5%	7.5%
Quality Sub-Total %	(10%)	7.5%	7.5%
Price Sub Total £	-	£175,151.90	£173,726.82
Price Sub Total %	(90%)	89.3%	90%
Total Score	100%	96.8%	97.5%

- 4.4** The Chief Officer – People and Technology in consultation with the Convener of Tendering Committee approved the award of contract for Citrix Netscaler Licenses on 14 July 2021 to XMA Limited, of Unit 44 Wilford Industrial Estate, Ruddington Lane, Wilford, Nottingham, NG11 7EP who provided the most economically advantageous offer. The Chief Officer - Regulatory & Regeneration concluded the award. The contract is for a maximum period of 12 months at a value of £173,727 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee.
- 4.5** XMA Limited has committed to paying all staff as a minimum the real Living Wage (£9.50 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 XMA 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. The value of the contract is below the value approved by the Corporate Services Committee which represents a saving of £20,960.

7. Risk Analysis

- 7.1** Failure to implement a Citrix Netscaler renewal would have left the Council staff with no access to continue with Remote and Flexible Working.
- 7.2** XMA 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.

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Designation: Chief Officer – Supply, Distribution and Property

Date: 04/08/2021

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Appendices: N/A

Background Papers: EIA Screening

Wards Affected: All Wards

