

Agenda



Tendering Committee

Date: Wednesday, 17 March 2021

Time: 09:15

Format: Zoom Video Conference

Contact: Scott Kelly, Committee Officer
Email: 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 so Members will attend the meeting remotely.

The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor J. Finn (Chair)
Councillor G. Casey
Councillor I. Dickson (Vice Chair)
Councillor D. Docherty
Provost W. Hendrie
Councillor M. McNair
Councillor L. O'Neill
Councillor B. Walker

All other Councillors for information

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

Date of Issue: 4 March 2021

TENDERING COMMITTEE
WEDNESDAY, 17 MARCH 2021

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 MINUTES OF PREVIOUS MEETING 5 – 6

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 17 February 2021.

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 – PROVISION OF MICROSOFT OFFICE 365, PHASE 2 – IMPLEMENTATION 7 – 9

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 Provision of Microsoft 365, Phase 2 - Implementation.

6 CONTRACT EXTENSION REPORT – EMAIL FILTERING AND GATEWAY SOLUTION 11 – 13

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to extend the Email Filtering and Gateway Solution contract by two 12 month periods.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 17 February 2021 at 9.15 a.m.

Present: Provost William Hendrie and Councillors Gail Casey, Ian Dickson, Diane Docherty, Jim Finn, Marie McNair, Lawrence O'Neill and Brian Walker.

Attending: Angela Wilson, Chief Officer – Supply, Distribution and Property; Annabel Travers, Procurement Manager; David Aitken, Business Partner – Strategic Procurement; and Scott Kelly, Committee Officer.

Councillor Jim Finn in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in the item of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 13 January 2021 were submitted and approved as a correct record.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

CONTRACT AUTHORISATION REPORT – PROCESSING AND TREATMENT OF MIXED SCRAP METAL

A report was submitted 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 the Processing and Treatment of Mixed Scrap Metal.

After discussion and having heard the Business Partner – Strategic Procurement in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for the Processing and Treatment of Mixed Scrap Metal to Doherty and Lafferty Limited trading as Forge Metal Recycling Limited; and
- (2) to note: (i) that the contract shall be for three years with an option of a one year extension, with a maximum contract period of four years and at a forecasted value of £120,000 income for four years to the Council ex VAT; and (ii) that the estimated commencement date was 1 March 2021.

The meeting closed at 9.30 a.m.

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Officer – Supply, Distribution and Property

Tendering Committee: 17 March 2021

Subject: Contract Authorisation Report – Provision of Microsoft 365, Phase 2 - Implementation

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 Microsoft 365, Phase 2 - Implementation.

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 the Provision of Microsoft 365, Phase 2 - Implementation to Sword IT Solutions Ltd.
 - b) Note that the contract shall be for a period of approximately 12 months and at a maximum contract value of £120,000 ex VAT, as outlined in section 6.2. The estimated commencement date will be on 1 April 2021.

3. Background

- 3.1** Microsoft has changed their licensing model to Cloud based solutions, and the Council requires to implement Microsoft 365 in order to comply, utilise and maximise the features available via the new licensed product. The implementation of Microsoft 365 will also provide additional benefits to the Council in terms of digital enablement and collaboration tools.
- 3.2** The budget for the Provision of Microsoft 365, Phase 2 - Implementation was approved as part of a wider Microsoft 365 implementation budget at the Corporate Services Committee on 19 February 2021 and will be included in the draft capital plan that will be reported to West Dunbartonshire Council on 22 March 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the *Public Contracts (Scotland) Regulations 2015* for Services. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (Corporate Indirects) on 5 February 2020.

4. Main Issues

- 4.1** The Contract Strategy identified that the Crown Commercial Services (CCS) G-Cloud Framework Agreement (FA) is the best route to market for this requirement. This FA has been utilised by the Council for a Microsoft 365 contract and other ICT requirements. Other routes considered would require far

greater resource and didn't represent best value.

- 4.2** The CCS G-Cloud FA only allows Councils to direct award to providers on the basis of best value. There was no facility to undertake a mini competition or a reverse e-auction as part of the CCS G-Cloud FA.
- 4.3** In line with the guidelines of the CCS G-Cloud FA, a compliant search and identification process of the FA was carried out to identify the solution that was the best fit to the requirement. Solutions offered were assessed by representatives from ICT Services and the Corporate Procurement Unit.
- 4.4** It is recommended that the contract for the Provision of Microsoft 365, Phase 2 - Implementation is awarded to Sword IT Solutions Ltd of Brentford, Middlesex, with an office location in Glasgow, who has provided the Provision of Microsoft 365, Phase 2 – Implementation at best value. Sword IT Solutions Ltd has previously delivered a provision relating to the Microsoft 365 project and has satisfied that the experience, capacity and capability to deliver this provision at best value. The contract shall be for a period of approximately 12 months and at a maximum contract value of £120,000 ex VAT as outlined in section 6.2.
- 4.5** Part of the overall work to be delivered by Sword IT Solutions will include migration of the Council's mailboxes from physical servers to Microsoft's cloud based solutions, security set up, product awareness and capability sessions so that the Council can identify aspects of the overall project that can be delivered by internal ICT, Organisational Change and Records Management Teams. Following the capability awareness sessions, the Council may decide that aspects of the requirement will not be progressed with Sword IT Solutions.
- 4.6** Sword IT Solutions Ltd is an accredited real Living Wage Employer. Social benefits will be discussed and agreed at the implementation meeting with Sword IT Solutions 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 budgets of ICT Services.
- 6.2** The cost implications for the Council are:

Sword IT Solutions Ltd	Cost (up to)
Mailbox migration (48 days)	£37,000
Security set up (56 days)	£42,000
Capability awareness/scoping and end user deployment (48 days)	£41,000
Total	£120,000

- 6.3** Financial costs are at a maximum contract value of £120,000 ex VAT, as outlined in section 6.2. Financial costs are dependant on the number of consultancy days used and the contract outturn cost may be lower than the maximum contract value.
- 6.4** There will be no additional costs in relation to expenses as the contract will be delivered remotely.
- 6.5** 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 relevant procurement legislation.
- 7. Risk Analysis**
- 7.1** The successful provider 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 ICT Services, which determined a full equalities impact assessment was not required.
- 9. Consultation**
- 9.1** Consultation has taken place with ICT Services, Legal Services and Finance Services.
- 10. Strategic Assessment**
- 10.1** The Provision of Microsoft 365, Phase 2 - Implementation 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: 1 March 2021

Person to Contact: Andrew Duncan, Senior Procurement Officer, Corporate Procurement Unit
Telephone 01389 737425
Email: andrew.duncan@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: 17 March 2021**

Subject: Contract Extension Report – Email Filtering and Gateway Solution**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Chief Officer for Regulatory to extend the Email Filtering and Gateway Solution contract by two (2) x twelve (12) month extension periods.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer for Regulatory to extend the Email Filtering and Gateway Solution contract, undertaken by Infosec Cloud Limited, by a maximum of two (2) x twelve (12) month extension periods from 4th June 2021 and a value of £25,653 ex VAT over a 12 month period and £51,306 ex VAT over a two year period.

3. Background

- 3.1** In 2018, the Council participated in a collaborative procurement with East Dunbartonshire Council (EDC) for an email filtering solution with each of the Councils' awarding their own contract with the successful bidder.
- 3.2** On the 25 April 2018, a Contract Authorisation Report – Email Filtering and Gateway Solutions was put forward to the Tendering Committee, where approval to award a three year contract to Infosec Cloud Limited was granted at a value of £69,360 ex VAT over three years.

4. Main Issues

- 4.1** The contract awarded to Infosec Cloud Limited was on the terms of the original tender and therefore included extension options. Following consultation with People and Technology Services, the Council has a continuing requirement to maintain the Email Filtering and Gateway Solution. As the original Tendering Committee report did not state the option to extend this contract, it is now recommended that the Tendering Committee authorises the extension of this contract which is due to end currently on 3rd June 2021.
- 4.2** The cost of an Email Filtering and Gateway solution is included in the People & Technology Spend Report presented to Corporate Services Committee on the 17 February 2021.

5. People Implications

- 5.1** There are no People issues.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of People and Technology Services, as detailed at 4.2 above.

7. Risk Analysis

- 7.1** Should the Tendering Committee decide not to proceed as recommended then

the Council will require entering into a separate contractual agreement to that which was collaboratively tendered with EDC and therefore may be subject to less favorable terms and potential price increases.

- 7.2** EDC have indicated that they wish to take up this extension, and should the Tendering Committee decide not to proceed, could impact EDC's ability to proceed.

8. Equalities Impact Assessment (EIA)

- 8.1** The screening has been done by the People and Technology Services. The results were that there is no equalities impact.

9. Consultation

- 9.1** People and Technology Services, Finance Services and Legal Services have been consulted regarding the contents of this report.

10. Strategic Assessment

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

- 10.2** The contract will provide improved security and resilience through new functionality and ensure a fit for purpose ICT environment that supports all of the Council service areas to deliver on their strategic objectives.

Name: Angela Wilson

Designation: Chief Officer: Supply, Distribution & Property

Date: 17 March 2021

Person to Contact: Derek McLean, Business Partner, Strategic Procurement
Corporate Procurement Unit, Telephone: 07816 539
906

Appendices: None

Background Papers: Corporate Services Committee 17 February 2021: People & Technology Spend 2021-22 Report
Tendering Committee 25 April 2018: Contract Authorisation Report: Email Filtering & Gateway Solution.

Wards Affected: All