

WEST DUNBARTONSHIRE COUNCIL**Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 10 November 2021**

Subject: Contract Authorisation Report – Replacement of Network Access Layer Switches**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 the Replacement of Network Access Layer Switches that have reached the end of their operational lives.

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 Replacement of Network Access Switches to Capita Business Services Ltd; and
 - b) Note that the contract shall be for a maximum period of 12 months and at a value of £513,257 ex VAT. The estimated commencement date of the contract is 30 November 2021.

3. Background

- 3.1** The Council has a requirement to replace Network Access Layer switches which have reached their end of life and no longer have maintenance support or which are not able to have network security updates. As Network Access Layer switches provide end user connectivity to the Council's Network, it is essential to have maintenance and security updates in order to maintain our ICT security posture and to comply with our Public Sector Network and other data sharing protocol obligations.
- 3.2** The budget for the Replacement of Network Access Layer Switches was included in the Council's Capital Plan agreed on 4 March 2020 and the intended procurement in the ICT report that went to Corporate Services Committee on 17 February 2021. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Procurement Legislation. A Contract Strategy document was approved on 23 September 2021.

4. Main Issues

- 4.1** The Corporate Procurement Unit carried out a benchmarking exercise and a comparison was undertaken between the Scottish Government's SWAN Value Added Service (SWAN VAS) framework agreement and the Scottish Government's IT Peripherals framework agreement to ensure best value and fit for purpose services. Both framework agreements were able to fulfil the Council's requirement but SWAN VAS offered the best value to the Council.
- 4.2** It is recommended that the contract is awarded to Capita Business Services Ltd, of Ellismuir Way, Tannochside Park, Uddingston G71 5PW, who are the sole supplier on the SWAN VAS framework agreement. The contract shall be for a maximum period of 12 months at a value of £513,257 ex VAT. The value of the contract is below the value approved by the Corporate Services Committee which represents a saving of £36,743. This offer is only open for acceptance until the 30 November 2021, and should the order be placed after this, will be subject to a 7% cost increase of £35,928. The total cost ex VAT would therefore be £549,185. This would still be below the stated budget, but with a saving of only £815.
- 4.3** Capita Business Services Ltd has committed to paying all staff as a minimum, the real Living Wage (£9.50 per hour). Capita have confirmed that as part of the SWAN VAS Framework they have a range of programmes that they tailor to suit the member as a collaborative approach and welcome the opportunity to discuss delivering Social Benefits as part of this contract. Capita have advised some examples of the benefits, apprenticeships, work experience placements, enhancing/improving local community projects and the specific of the deliverables to WDC will be discussed at the implementation meeting.

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 ICT security.
- 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 relevant Procurement Legislation.

7. Risk Analysis

- 7.1** Capita Business Services Ltd has no known links to serious and organised crime which would have significant political and reputational ramifications for the Council.
- 7.2** The price bid by Capita is valid until the 30 November 2021, therefore any delay to the award beyond this date will be subject to a 7% increase in cost of £35,928. It is therefore required and subject to recommended approval to award, that the order is concluded urgently.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report. There is no equalities impact.

9. Strategic Assessment

9.1 The Replacement of Network Access Layer Switches will contribute to the delivery of the Council's strategic priorities by providing efficient and effective frontline services and 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
Appendices:	None
Background Papers:	The Contract Strategy EIA Screening
Wards Affected:	All Wards