

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director of Transformation and Public Service Reform****Tendering Committee: Wednesday, 19 August 2020**

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**Subject: Contracts Awarded****1. Purpose**

- 1.1** The purpose of this report is to advise the Tendering Committee of contracts awarded in line with agreed delegations.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee notes those contracts awarded in line with agreed delegations as outlined in [Appendix 1](#).

**3. Background**

- 3.1** Clause 39(c) of the *Standing Orders* confirms that all tenders from £50,000 shall be submitted to the Tendering Committee for approval (excluding tenders for social care and other related services). Further, the authority is granted under Clause 35(b)(iii) and (iv) for urgent delegated powers with a report submitted to the next Tendering Committee for noting.
- 3.2** The budget for these contracts was approved at Council and at the Corporate Services Committee. These procurement exercises have been conducted in accordance with the Council's *Standing Orders* and *Financial Regulations* and the *Public Contracts (Scotland) Regulations 2015*. The Contract Strategy documents were also approved.
- 3.3** The Provision of Light Commercial Vehicles and Associated Services contracts were originally approved by the Tendering Committee on 19 February 2020 however before awarding the contracts; the supplier noted errors in their pricing and subsequently withdrew their offers.

**4. Main Issues**

- 4.1** The contracts were procured under a:
- Replacement of School Audio Visual Equipment - Scottish Government's National IT Peripherals framework agreement using the Direct Award procedures - application of the terms laid down in the framework agreement without re-opening competition;
  - Robotic Process Automation - Crown Commercial Services framework agreement using the Direct Award procedures - application of the terms laid down in the framework agreement without re-opening competition;
  - ICT Purchase of Annual Microsoft 365 Licenses for Education - Crown Commercial Services framework agreement using the Reverse e-Auction

procedures - re-opening competition using a web-based portal which enables the suppliers within the framework agreement, who are capable of meeting a particular need, to compete online and in real time; and

- Provision of Light Commercial Vehicles and Associated Services - Procurement Partnership Limited (TPPL) framework agreement using the Mini Competition procedures - re-opening competition between all those suppliers within a framework agreement who are capable of meeting a particular need.

**4.2** The contracts were evaluated in accordance with the procedures set-out in the *Financial Regulations*.

**4.3** Any Fair Working Practices and committed Social Benefits are listed in [Appendix 1](#).

## **5. People Implications**

**5.1** There are people implications for the Robotic Process Automation contracts, in that the contracts may free up resources for other added value tasks.

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

**6.1** For those contracts listed in [Appendix 1](#); the budget was approved at the Corporate Services Committee or at Council.

**6.2** The contracts savings are:

- Robotic Process Automation Software Licenses - £4,884 over four years;
- ICT Purchase of Annual Microsoft 365 Licenses for Education - £2,960 in one year; and
- Provision of Light Commercial Vehicles and Associated Services - £16,317 changing the supplier.

**6.3** The procurement procedures outlined in this report shall ensure that the Council meets its statutory requirements.

## **7. Risk Analysis**

**7.1** Failure to implement the Robotic Process Automation contracts; may mean duplication of work and inefficient manual entry processes.

**7.2** The successful suppliers 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** The Equalities Impact Assessments screening was undertaken. The Robotic Process Automation contracts determined that a full Equalities Impact Assessment was required.

## **9. Consultation**

**9.1** Finance Services, Legal Services and the Services to which the report relates; have been consulted.

## **10. Strategic Assessment**

**10.1** These contracts contribute to delivery of the Council strategic priorities by supporting the provision of efficient and effective front line services that improve the everyday lives of residents.

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**Designation:** Strategic Director of Transformation and Public Service Reform

**Date:** 31 July 2020

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**Appendices:** Appendix 1 - Contracts Awarded

**Background Papers:** Contract Authorisation Report - Replacement of School Audio Visual Equipment

Contract Authorisation Report – Robotic Process Automation (RPA) Software Licenses;

Contract Authorisation Report – Robotic Process Automation (RPA) Implementation Consultancy;

Contract Authorisation Report – ICT Purchase of Annual Microsoft 365 Licenses for Education

Contract Authorisation Report – Update for the Provision of Light Commercial Vehicles and Associated Services; and

Contract Authorisation Report - Provision of Light Commercial Vehicles and Associated Services

**Wards Affected:** All



## **Appendix 1**

Contract Title	Supplier Awarded	Start Date	End Date (prior to extension option)	End Date (inc. extension option)	Total Value (prior to extension option)	Total Value (inc. extension option)	Fair Working Practices	Social Benefits
Replacement of School Audio Visual Equipment	Computacenter Ltd	27/03/20	26/03/21	-	£150,000	-	Pay all staff above the Real Living Wage (minimum of £9.30 per hour)	-
Robotic Process Automation Software Licenses	UiPath SRL, Romania	31/03/20	30/03/22	30/03/23	£137,720	£275,440	Pay all staff above the National Living Wage (minimum of £7.38 per hour)	-
Robotic Process Automation Implementation Consultancy	VKY Intelligent Automation Limited, Glasgow	31/03/20	30/03/22	-	£70,000	-	Pay all staff above the Real Living Wage (minimum of £9.30 per hour)	Donation to a local sports community group. The details have still to be determined.
ICT Purchase of Annual Microsoft 365 Licenses for Education	Insight Direct (UK) Ltd	01/07/20	30/06/21	-	£89,040	-	Pay all staff above the Real Living Wage (minimum of £9.30 per hour)	-
Provision of Light	Parks Motor	01/08/20	31/07/25	-	£302,446 (off	-	Pay above the	Recruitment

Commercial Vehicles and Associated Services: Lot 2 - Crew Cab Tippers & Tail Lift (x10)	Group (Peugeot Motor Company Ltd); Hamilton		(inclusive of 5 year warranty)		road) £305,646 (on road)		UK National Living Wage (minimum of £7.38 per hour)	of local temporary person(s) who are unemployed. The details have still to be determined.  1x local person for work experience for a week.
Provision of Light Commercial Vehicles and Associated Services: Lot 2 - Crew Cab Tippers including Jib Crane (x2)	Parks Motor Group (Peugeot Motor Company Ltd); Hamilton	01/08/20	31/07/25 (Inclusive of 5 year warranty)	-	£60,189 (off road) £60,549 (on road)	-	Pay above the UK National Living Wage (minimum of £7.38 per hour)	