

**WEST DUNBARTONSHIRE COUNCIL****Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 21 October 2020**

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**Subject: Contract Authorisation Report – The Replacement of Wider Area Network (WAN) Switches.**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Replacement of Wider Area Network (WAN) Switches that have reached the end of their lives and need replaced.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the required Replacement of WAN Switches to Capita Business Services Ltd.
  - b) Note that the contract shall be for a maximum period of 12 months and at a value of £103,272 ex VAT. The estimated commencement date of the contract is 22 October 2020.

**3. Background**

- 3.1** The Council currently have over 100 sites that are connected to our 3rd party Multi-protocol label switching (MPLS) WAN Network via Scottish Wide Area Network (SWAN). There is a mixture of layer 2 and layer 3 handover sites to this network. Layer 2 handover sites have a 3rd party router supplied by SWAN and Layer 3 handovers have a layer 3 switch managed by the Council. Our estate wholly comprises of Cisco (supplier to the Council) layer 2 and 3 switches at all of our current Local Area Network (LAN) sites.
- 3.2** The budget for the Replacement of WAN End of Life Switches was included in the WDC capital plan agreed on 4 March 2020 and also in the ICT report that went to Corporate Services Committee in February 2020. 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 Procurement Business Partner – Strategic Procurement Corporate Indirect on 6 October 2020.

**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 was less expensive.

**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 £103,272 ex VAT. The value of the contract is below the value approved by the ICT Steering Board on 19 August 2020.

**4.3** Capita Business Services Ltd has committed to paying all staff as a minimum, the real Living Wage (£9 per hour) Capita Business Services Ltd has committed to delivery of social benefits and these will be discussed at the implementation meeting 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 for ICT security. The planned spend, based on market research and benchmarking, was the same as the actual spend of £103,272, identified through the procurement process.

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

## **9. Strategic Assessment**

**9.1** The Replacement of WAN End of Life 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.

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**Date:** 21 October 2020

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**Appendices:** None

**Background Papers:** The Contract Strategy

**Wards Affected:** All Wards