

Supplementary Agenda



Tendering Committee

Date: Wednesday, 21 October 2020

Time: 09:15

Format: Zoom Video Conference

Contact: Scott Kelly, Committee Officer
Email: scott.kelly@west-dunbarton.gov.uk

Dear Member

ITEMS TO FOLLOW

I refer to the agenda for the above Meeting of the Tendering Committee which was issued on 8 October 2020 and now enclose copies of the undernoted reports which were not available for issue at that time.

Yours faithfully

JOYCE WHITE

Chief Executive

Note referred to:-

5	CONTRACT AUTHORISATION REPORT – PROVISION OF MOBILE VOICE AND DATA SERVICES	11 – 13
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Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for Provision of Mobile Voice and Data Services.

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**6 CONTRACT AUTHORISATION REPORT – THE
REPLACEMENT OF WIDER AREA NETWORK (WAN)
SWITCHES**

15 – 17

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval 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.

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

Strategic Director - Transformation & Public Service Reform
Strategic Lead - Regulatory

Date of Issue: 15 October 2020

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

Subject: Contract Authorisation Report – Provision of Mobile Voice & Data Services**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 Provision of Mobile Voice & Data Services. The direct award is offered subject to the final compliance documents being reviewed and signed off in accordance with the terms of the contract.

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 Provision of Mobile Voice & Data Services to Vodafone Ltd.
 - b) Note that the contract shall be for a period of two years and at a value of £121,542.00, with the option to extend for a further 12 month period and at a three year value of £168,906 excluding VAT. This value also reflects provision for additional Access Point name (APN) services which is currently being considered by ICT. The estimated commencement date of the contract is 1 November 2020.

3. Background

- 3.1** This requirement is for Mobile Voice & Data Services for the Council and it's partners West Dunbartonshire Leisure and the Valuation Joint Board. The requirement for these services has expanded by approximately one third over the last three years with requirements now totalling over 3000 users Council-wide.
- 3.2** Mobile phones have been included within the Council's device estate since the recurring budget was approved in 2013. Future service requirements will be dependent on the individual service needs. External changing market landscape, for example the legacy of the COVID-19 pandemic, may also impact future direction of service requirements as the Council's strategic priorities evolve to meet the demands of external political and public health directives. Budgets for Mobile Voice & Data Services are at service level; however the service requirement was mentioned within the ICT Budget report presented at the Corporate Services Committee on 19 February 2020. An additional £100,000 per annum spend, over the next two years was approved at the Corporate Services Committee held on 19 February 2020.

3.3 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 3 July 2020.

4. Main Issues

4.1 A desktop analysis was carried out on the providers' ability to provide requirements which indicated that a Direct Award Procedure through the Scottish Government's Mobile Voice & Data Services Framework Agreement (FA) represented Best Value.

4.2 It is recommended that the Council awards the contract, via a Direct Award (a contract is awarded to a supplier on a FA without further competition) to Vodafone Ltd, of Newbury. The contract shall be for a period of two years at a value of £121,542.00 excluding VAT with the option to extend for a further 12 month period and at a three year value of £168,906.00 excluding VAT. This value also reflects provision for additional Access Point name (APN) services which is currently being considered by ICT. The value of the contract is below the value approved by the Corporate Services Committee.

4.1 Benefits associated with this contract include:

- Reduced tariff pricing;
- Ability to reclaim additional usage charges in excess of £50 rather than the previous £100 limit;
- Fixed pricing for the initial two year period; and
- Flexibility to tailor requirements specifically for the Council and it's partners.

4.2 Vodafone Ltd has committed to paying all staff supporting the contract the minimum real Living Wage rate. Vodafone Ltd has committed to delivery of the following social benefits as a direct result of delivery of this contract:

- Deliver quarterly workshops covering career skills, mock interviews etc., within a school or community learning environment;
- Facilitate quarterly work experience opportunities covering a range of work based skills;
- Provide volunteers to support a local community project;
- Support for fair and ethically traded services as part of this contract; and
- Support to the equality agenda as part of this contract

The social benefits will be discussed at the implementation meeting with Vodafone 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 revenue budgets of individual services.

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 A screening was undertaken for this report to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

9.1 ICT Services and Legal Services have been consulted at every stage of this process.

10. Strategic Assessment

10.1 The Provision of Mobile Voice & Data Services will contribute to the delivery of the Council's strategic priorities by efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Strategic Director - Transformation & Public Service Reform

Date: 21 October 2020

Person to Contact: Suzanne Callaghan, Procurement Officer, Tel: 01389 776845, E-mail: Suzanne.callaghan@west-dunbarton.gov.uk

Appendices: N/A

Background Papers: The Contract Strategy
EIA Screening

Wards Affected: All Council Wards.

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

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.

Name: Angela Wilson

Designation: Strategic Director - Transformation & Public Service Reform

Date: 21 October 2020

Person to Contact: Jenna McCrum,
Senior Procurement Officer
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Appendices: None

Background Papers: The Contract Strategy

Wards Affected: All Wards