

Report of Deputy Head, Leeds Library and Information Service

Report to Chief Officer, Customer Access

Date: 21/02/17

Subject: Approval to waive Contract Procedure Rules 8.1 and 8.2 and direct award a contract for a pilot tablet lending scheme within the Library and Information Service

Are specific electoral wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, name(s) of ward(s):		
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for call-in?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, access to information procedure rule number:		
Appendix number:		
Confidential Appendix 1 – Pilot tablet lending scheme proposal		

Summary of main issues

1. The Library and Information service wish to conduct a pilot of a tablet lending scheme.
2. The majority of the costs for the external procurement element relate to the purchase of commoditised hardware (Apple I pads), which show very little variance in a competitive environment.
3. It is estimated that the cost of running a formal procurement for the three month pilot would be far greater than any savings that could be achieved.

Recommendations

1. The Chief Officer, Customer Access, is recommended to approve the waiver of Contract Procedure Rules 8.1 and 8.2 and direct award a contract for a pilot tablet lending scheme within the Library and Information Service.

1. Purpose of this report

- 1.1 The report seeks approval to waive Contract Procedure Rules 8.1 and 8.2 and direct award a contract for a pilot tablet lending scheme within the Library and Information Service

2. Background information

- 2.1 The Scrutiny Board (City Development) at its meeting on 17th of June 2015 resolved to undertake an inquiry looking at Digital Inclusion.
- 2.2 An outcome of the inquiry, recommendation 7, was that the Deputy Chief Executive, Strategy and Resources further investigates alternative communication options in order to raise awareness about the support available for building digital skills, particularly to those who are more likely to benefit the most from digital inclusion.
- 2.3 The Library and Information Service conducted a small-scale 'proof of concept' for tablet lending and now wishes to move to a full pilot scheme.

3. Main issues

Reason for contracts procedure rules waiver

- 1.1 The majority of the costs involved in this procurement relate to the purchase of commoditised hardware (Apple I pads), which would show very little variance in a competitive environment.
- 1.2 It is estimated that the cost of running a formal procurement for the three month pilot would be far greater than any savings that could be achieved.

Consequences if the proposed action is not approved

- 1.3 Should the proposed action not be approved, it would delay the commencement of a pilot and incur greater internal costs than any savings that could be made.

Advertising

- 1.4 No advertising has taken place. A full procurement will be undertaken for a longer term solution should the pilot be a success and this will be advertised on the Council's procurement portal www.yortender.co.uk, the Contracts Finder website and, if appropriate, in the Official Journal of the European Union.

4. Corporate considerations

4.1 Consultation and engagement

- 4.1.1 Consultation has not been undertaken as this decision has no impact on service users or the wider population of Leeds and relates solely to the procurement route of a pilot service.

4.2 Equality and diversity / cohesion and integration

- 4.2.1 This decision has no implications for equality and diversity / cohesion and integration as it has no impact on service users or the wider population of Leeds and relates solely to the procurement route of a pilot service.

4.3 Council policies and best council plan

4.3.1 This decision supports our principle of “Spending Money Wisely” as the costs incurred in a wider procurement of this short term pilot would outweigh any savings that could be achieved.

4.4 Resources and value for money

4.4.1 As detailed within confidential appendix 1, the majority of cost relate to the purchase of 60 iPad Air 2's. These costs have been compared with those available through other procurement routes and have been established to be comparable.

4.4.2 The additional services being provided are negligible in cost and in line with those expected within this market.

4.4.3 A full procurement for a limited time small pilot is estimated to be in excess of any saving that could be achieved.

4.5 Legal implications, access to information, and call-in

4.5.1 The decision to waive Contract Procedure Rules is a Significant Operational Decision and is not subject to call-in.

4.5.2 The value of this procurement is below that at which the Public Contract Regulations 2015 apply.

4.6 Risk management

4.6.1 No risks have been identified in relation to the waiver of Contract Procedure Rules.

4.6.2 The pilot scheme which this procurement supports will be managed by the Library and Information Service's Deputy Head of Service.

5. Conclusions

4.7 Waiving Contract Procedure Rules 8.1 & 8.2 is the most cost effective method to procure the required hardware and services for the tablet lending scheme pilot.

6. Recommendations

4.8 The Chief Officer, Customer Access, is recommended to approve the waiver of Contract Procedure Rules 8.1 and 8.2 and direct award a contract for a pilot tablet lending scheme within the Library and Information Service.

7. Background documents¹

4.9 Confidential Appendix 1 - Pilot tablet lending scheme proposal

Appendix 1 of this report has been marked as exempt under Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding the information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interest of that person or of the Council. The information is exempt if and for so long as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.