

**Report of: End User Device and Delivery Exchange Manager**

**Report to: Chief Digital and Information Officer**

**Date: 5<sup>th</sup> June 2018**

**Subject: Approval to Award a framework to CDW Limited for provision Leeds City ICT Goods Supply, Maintenance, Disposal and Services (DN305140) and award of a call off contract under the framework to provide services to the Council for a period four years.**

Are specific electoral wards affected? If relevant, name(s) of ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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? If relevant, access to information procedure rule number: Appendix number: Appendix 1 to 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 that information) which, if disclosed to the public, would, or would be likely to prejudice the commercial interests 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. In this case the report author considers that it is in the public interest to maintain the exemption.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Summary of main issues**

1. The Chief Digital Officer approved (D44928) the commencement of a procurement exercise for a Leeds City ICT Goods Supply, Maintenance, Disposal and Services Framework on 8<sup>th</sup> November 2017.

2. Following a procurement exercise run in accordance with the Council's Contracts Procedure Rules and the Public Contract Regulations, this report seeks approval to award a framework to CDW Limited.
3. The framework is available to the following Leeds City Partners who have the option to enter into individual call off agreements:-
  - Leeds City Council (LCC),
  - Leeds Teaching Hospital NHS Trust (LTHT),
  - Leeds Clinical Commissioning Group(s) (CCG),
  - Leeds Community Health (LCH),
  - Leeds York Partnership NHS Foundation Trust (LYPFT).

### **Recommendations**

4. The Chief Digital and Information Officer is requested to approve the award of a framework to CDW Limited for Leeds City ICT Goods Supply, Maintenance, Disposal and Services.  
  
The Chief Digital and Information Officer is requested to approve award of a call off contract to CDW Limited for the Council under the framework for the provision of ICT Goods Supply, Maintenance, Disposal and Services for a period of 4 years.

## **1. Purpose of this report**

1.1. Following evaluation of tenders received for a Leeds City ICT Goods Supply, Maintenance, Disposal and Services Framework, this report seeks approval to award a framework to CDW Limited and approval to award a call off contract to for the Council under the framework for the provision of ICT Goods Supply, Maintenance, Disposal and Services for a period of 4 years.

## **2. Background information**

2.1. The contract is for a Leeds City ICT Goods Supply, Maintenance, Disposal and Services Framework.

2.2. The procurement was conducted using the Open Procedure of the Public Contract Regulations 2015 by Leeds City Council on behalf of:

- Leeds City Council, Civic Hall, Leeds, LS1 1UR
- Leeds Teaching Hospital NHS Trust (LTHT),
- Leeds Clinical Commissioning Group(s) (CCG),
- Leeds Community Health (LCH),
- Leeds York Partnership NHS Foundation Trust (LYPFT).

Each organisation can enter into its own call off contract with the successful tenderer in accordance with its own governance rules.

2.3. The Council decided not to separate the requirement into Lots. The main reason for this decision is due to different functions involved being heavily integrated (Procurement/Supply/Operations/End of Life and Technical and Professional Services). Separating the contract into Lots would introduce complexities throughout the provision and management of the service.

2.4. The duration of the framework is four years and the Council will award a call off under the framework for a period of four years.

2.5. The estimated value of the framework is between £3m and £7.7m per annum.

2.6. Leeds City Councils estimated expenditure under the framework is between £2m and £3m per annum.

2.7. The evaluation panel comprised:

- Stephanie Gledhill – End User Device and Delivery Exchange Manager – Strategy and Resources
- Steve Bedford – Business Planning Manager - Strategy and Resources
- Gayle Jones – Team Leader - Strategy and Resources
- Karen Finch – Business Planning Team Leader - Strategy and Resources
- Andrew Storey – Team Leader – ICT Service Centre - Strategy and Resources

2.8. The following tenderers submitted a response to the Council’s Invitation to Tender:

- Specialist Computer Centres plc
- Techable Tech Ltd
- The Pure Technology Group
- CDW Limited

2.9. The tender from Techable Tech Ltd was rejected as it did not include a response to the Councils pricing schedule.

2.10. The tender from The Pure Technology Group was rejected as it did not achieve the required minimum thresholds at the qualification evaluation stage.

2.11. The tender from Specialist Computer Centre Plc was rejected as the pricing schedule submitted was not compliant with City Partner requirements.

### **3. Main considerations and reasons for contract award**

3.1. The tender was evaluated on both Quality and Price

3.2. The maximum amount of points available for quality was 400 and was subdivided with thresholds applied as follows:

<b>Method Statement Question</b>	<b>Assessment Method</b>	<b>Maximum Points Available</b>	<b>Minimum Score Threshold</b>
1	Scored	30	12
2	Scored	30	12

<b>Method Statement Question</b>	<b>Assessment Method</b>	<b>Maximum Points Available</b>	<b>Minimum Score Threshold</b>
3	Scored	15	6
4	Scored	15	6
5	Scored	80	32
6	Scored	20	8
7	Scored	20	8
8	Scored	20	8
9	Scored	30	
10	Scored	10	
11	Scored	30	12
12	Scored	40	16
13	Scored	10	
14	Scored	50	20

3.3. The points available for each method statement were related to the importance of the method statement to the delivery of the framework.

3.4. In addition, an overall quality threshold of 50% (200 points) applied.

3.5. The maximum amount of points available for price was 600 and comprised:

- IT Goods & delivery 180
- Bonded stock 30
- Asset tagging and configuration service 120
- Device assessment and replacement service 90
- Device repairs 60
- Refurbishment & disposal 60
- Remarketing revenue return 30

3.6. The points available for each price component was in proportion to the anticipated life-cycle costs, namely the ongoing supply and delivery of ICT goods, cost to deliver, configure, repair and dispose, revenue return; and the cost of providing ad-hoc technical and professional services.

3.7. The overall price and quality scores can be found in confidential appendix 1 and demonstrates CDW Limited exceeded all of the required quality thresholds.

3.8. The overall prices submitted by the successful tenderer were in line with expectations and within Council budget.

#### **4. Corporate considerations**

##### **4.1. Consultation and engagement**

4.1.1. No consultation has taken place with key stakeholders as to whether the framework should be awarded to the winning bidder or not as this is determined by the evaluation of the tender received. However, consultation with key stakeholders across the City Partners was undertaken when the particular procurement route was chosen.

##### **4.2. Equality and diversity/cohesion and integration**

4.2.1. There are no issues relevant to Equality and Diversity / Cohesion and Integration with this decision

##### **4.3. Council policies and best council plan**

4.3.1. This framework underpins the delivery of the City Partner ICT Services which supports the delivery of ICT Policies and the Best Council Plan.

##### **4.4. Resources and value for money**

4.4.1. This framework supersedes an existing arrangement and is not expected to have any additional resource requirement.

- 4.4.2. Tenders were evaluated on price and the successful tenderer demonstrated value for money across the price elements, the overall prices submitted by the successful tenderer were in line with expectations.
- 4.4.3. The framework is non-exclusive and City Partners are not committed to any minimum levels of expenditure under this agreement.

#### **4.5. Legal implications, access to information and call-in**

- 4.5.1. The Chief Digital and Information Officer is authorised to make this decision in accordance with the Deputy Chief Executives sub-delegation scheme.
- 4.5.2. The information contained in Confidential Appendix 1 is considered confidential as this includes a detailed breakdown of tenderers scores and prices.

#### **4.6. Risk management**

- 4.6.1. Contract risk will be managed by an appointed contract manager who will implement a contract management plan.

### **5. Conclusions**

- 5.1. The successful tenderer has demonstrated its ability to meet the City Partner requirements and represents value for money.

### **6. Recommendations**

- 6.1. The Chief Digital and Information Officer is requested to approve the award of a framework to CDW Limited for a Leeds City ICT Goods Supply, Maintenance, Disposal and Services Framework.
- 6.2. The Chief Digital and Information Officer is requested to approve award a call off contract to CDW Limited for the Council under the framework for the provision of ICT Goods Supply, Maintenance, Disposal and Services for a period of 4 years.

## **7. Background documents<sup>1</sup>**

Confidential Appendix 1 – Detailed Price and Score breakdown

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<sup>1</sup> 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.