

Report of Exchange and End User Device Manager

Report to Chief Digital and Information Officer

Date: 16th January 2019

Subject: Approval to commence procurement exercises for the purchase of laptop and desktop devices using NHS SBS Framework, Link 2: IT Hardware and Services

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The Council had in place a contract for the supply and maintenance of goods and services, which included supply of ICT Hardware, this contract expired on the 6th July 2018.
2. The Council conducted a procurement for (DN305140) ICT Goods Supply, Maintenance, Disposal and Services Framework to replace the previous contract. This procurement was abandoned and no contract was awarded.
3. The Council currently has no contract in place for the provision of ICT Hardware.
4. The Council is currently planning to commence a new procurement for provision of ICT Goods Supply, Maintenance, Disposal and Services in early 2019, a contract is expected to be awarded in July 2019.
5. The Council has an allocated budget within the Essential Services Programme for Desktop Refresh, Windows 10 Project, Hardware Break/Fix and secure purchases of ICT Hardware. Due to the Council not currently having a contract in place for the supply of ICT hardware it is recommended the NHS SBS Framework -Link 2: IT Hardware and Services it utilised to purchase Laptops and Desktops.

Recommendations

6. The Chief Digital and Information Officer is recommended to provide approval to commence procurement exercises for the purchase of laptops and desktops devices up to the value of

£1,100,00 using NHS SBS Framework, Link 2: IT Hardware and Services. (Lot 1 Laptops and Lot 2 Desktops).

1 Purpose of this report

- 1.1 This report seeks approval from the Chief Digital and Information Officer to commence procurement exercises for the purchase of laptops and desktops devices using NHS SBS Framework, Link 2: IT Hardware and Services (Lot 1 Laptops and Lot 2 Desktops).

2 Background information

- 2.1 The Councils previous contract for the Supply, Maintenance and Disposal of Goods and Services expired on 6th July 2018.
- 2.2 The Council conducted a procurement ((DN305140) Leeds City ICT Goods Supply, Maintenance, Disposal and Services Framework) to succeed the previous contract. This procurement was abandoned and no contract was awarded.
- 2.3 The Council is preparing to undertake a new procurement exercise in early 2019 for the provision of ICT Goods Supply, Maintenance, Disposal and Services which will provide a long term supply of hardware.
- 2.4 To spend the allocated budget under the Essential Services Programme for Desktop Refresh, Windows 10 Project, Hardware Break/Fix and secure purchases of ICT Hardware for the council there is a requirement to purchase approximately £1,200,000 of laptops and desktops.

3 Main issues

- 3.1 The Council currently has no contract in place for the provision of ICT Hardware, therefore, there is an urgent requirement to purchase new devices in order to maintain an adequate level of stock to support requirements for new devices and repair. The Council is preparing to undertake a new procurement exercise in early 2019 for the provision of ICT Goods Supply, Maintenance, Disposal and Services which will provide a long term supply of hardware.
- 3.2 Recent stocks of the Intel chipsets used in the laptops and desktops purchased by Leeds City Council have depleted due to decisions made by companies such as Microsoft and Intel. This has led to an unforeseen worldwide requirement for devices and delays in the delivery of devices.
- 3.3 Suppliers have indicated that orders being placed now have at least 6 week delays in delivery which could increase further.
- 3.4 Due to the Council currently having no contract in place for provision of IT hardware and the expected delays in delivery of IT hardware it is recommended the Council utilise the NHS SBS Framework - Link 2: IT Hardware and Services which provides an option to direct award for a quick route to purchase or award via a mini-competition
- 3.5 The alternative to using the NHS SBS Framework is to conduct our own EU procurement or conduct a mini competition through the Crown Commercial Framework. The timescales

involved with both would not provide sufficient time for the order, delivery and payment of required hardware within the current financial year

- 3.6 Should the Council purchase via a different route (CCS or seeking tenders) there would be a significant risk of not spending the budget allocated this financial year and also not having devices available to meet the Windows 10 timescales which will potentially lead to the authority not being PSN compliant when Windows 7 is no longer supported by Microsoft.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Procurement Manager, DIS Strategic Sourcing Team and Head of Operational Services have been consulted.
- 4.1.2 The Councils Procurement and Commercial Services team have reviewed and approved the terms and conditions of the NHS SBS Framework for Schedule 2a of the Call-Off Terms and conditions for goods. This does not include Schedule 2b which is for Services.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no Equality and Diversity / Cohesion and Integration issues associated with this decision.

4.3 Council Policies and City Priorities

- 4.3.1 The supply of ICT goods underpins the delivery of the Council ICT Services which supports the delivery of ICT Policies and the Best Council Plan.

4.4 Resources and Value for Money

- 4.4.1 The payment for the purchases will be from the Essential Services Programme budget, allocated to the Desktop Refresh/Windows 10 projects and Hardware Break/Fix.
- 4.4.2 Undertaking a bulk purchase of items will allow for Digital and Information Services to spend the allocated budget within the Essential Services Programme.
- 4.5 The framework will be used for up to 12 months therefore providing the opportunity to purchase more devices in the event that the main procurement is not implemented within the estimated timescales.

4.6 Legal Implications, Access to Information and Call In

- 4.6.1 The authority to approve the use a third party framework agreement is an administrative decision. The approval to award call off contracts for the required laptops and desktops under NHS SBS Framework - Link 2: IT Hardware and Services is a key decision and subject to call in.
- 4.6.2 There are no grounds for keeping the content of this report confidential under the Access to Information Rules. The NHS SBS framework agreement has been reviewed and to the best of the Council's knowledge, is in accordance with the Public Contract Regulations 2015 and is not the subject of any challenge.
- 4.6.3 Use of a third party framework agreement is fully in accordance with the CPRs, The terms of the framework agreement are current and the terms and conditions of the framework agreement and the call-off contract are considered acceptable to the Council.

- 4.6.4 In making their final decision, the Chief Digital and Information Officer should note the content of this report and be satisfied that the course of action chosen represents best value for the Council.

5 Risk Management

- 5.1 The delivery of goods following the procurement will be managed by the Exchange and End User Device Manager.

6 Conclusions

- 6.1 In order to purchase required laptops and desktops under the Essential Services Programme budget for this financial year and provide the opportunity to purchase required items whilst a long term framework is procured it is recommended to approve the use of the NHS SBS Framework, Link 2: Hardware and Services Lot and undertake a procurement exercises to meet Council requirements for the purchase of laptops and desktops from the appropriate lots.
- 6.2 The anticipated value of spend will be up to £1,200,000 prior to April 2019.
- 6.3 Any additional spend through the framework will be undertaken separate individual decisions.

7 Recommendations

- 7.1 The Chief Digital and Information Officer is recommended to provide approval to commence procurement exercises for the purchase of laptop and desktop devices up to the value of £1,100,000 using NHS SBS Framework, Link 2: IT Hardware and Services (Lot 1 Laptops and Lot 2 Desktops).

8 Background documents

- 8.1 None.