

Report of: Principal Strategic Sourcing Officer

Report to: Chief Digital and Information Officer

Date: 11 June 2019

Subject: Tender Award Report - LCCITS200291a ICT Goods Supply, Maintenance and Services Framework

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 A – Tender Scores Breakdown		

Summary of main issues

1. The Chief Digital and Information Officer approved the commencement of a procurement (D44928) for LCCITS200291a ICT Goods Supply, Maintenance and Services Framework. The framework comprises of 2 lots –
 Lot 1 – Supply and delivery of ICT Hardware
 Lot 2 - End User Compute Services
2. Following the procurement exercise run in accordance with the Councils Contract Procedure Rules and the Public Contract Regulations 2015, this report provides the detail of the procurement process and the recommended outcome.

Recommendations

3. The Chief Digital and Information Officer to approve the award of frameworks and call off contracts for Lot 1 Supply and delivery of ICT Hardware to Insight Direct (UK) Ltd and Lot 2 End User Compute Services to CDW Limited for a period of four years.

1. Purpose of this report

- 1.1. Following the evaluation of tenders received for LCCITS200291a ICT Goods Supply, Maintenance and Services Framework, this report recommends the award of frameworks and call off contracts for Lot 1 Supply and delivery of ICT Hardware to Insight Direct (UK) Ltd and Lot 2 End User Compute Services to CDW Limited for a period of four years.

2. Background information

- 2.1. The procurement is for the provision of LCCITS200291a ICT Goods Supply, Maintenance and Services Framework consisting of two lots –
 - Lot 1 – Supply and delivery of ICT Hardware
 - Lot 2 - End User Compute Services
- 2.2. The procurement followed the Open Procedure of the Public Contract Regulations 2015 on behalf of Leeds City Council, Civic Hall, Leeds, LS1 1UR
- 2.3. An Invitation to Tender was published on the Council's procurement portal Yortender, with advertisements sent to the Official Journal of the European Union and Contracts Finder on 27th February 2019 with a closing date for receipt of tenders of 3rd April 2019.
- 2.4. The duration of the framework is four years.
- 2.5. The estimated maximum value of the framework is £26,000,000, comprising of:
 - Lot 1 - £20,000,000
 - Lot 2 - £6,000,000
- 2.6. The evaluation panel for each lot comprised the following staff from within Digital and Information Services:
 - Quality
 - Business Planning Team Leader
 - Service Centre Manager
 - Team Leader
 - Strategic Services Support Officer
 - Price
 - Business Planning Manager
- 2.7. Each lot was evaluated in accordance with the evaluation methodology detailed within the published tender documents.

3. Main considerations and reasons for contract award

- 3.1. The full tender scoring breakdown for each lot can be found at Confidential Appendix A. The following provides a summary of the outcome.

3.2. The following tenderers submitted a response to the Councils Invitation to tender :

Tenderer	Lot 1	Lot 2
CDW Limited	x	x
Concorde IT Group Ltd		x
Dynamode UK Limited	x	x
The DTP Group Ltd	x	
Insight Direct (UK) Ltd	x	x
Retail Response Ltd		x
Software Box Limited	x	
Specialist Computer Centres plc	x	x
The Pure Technology Group	x	x

- 3.3. The tender received from Dynamode UK Limited was non-compliant as the required tender documentation was not provided with their response.
- 3.4. Tenderers were required to demonstrate their experience, skills, resources and capacity to deliver the contracts by responding to a Standard Selection Questionnaire (SSQ) for each lot. Those that did not demonstrate this were not evaluated further.
- 3.5. Two tenders (Software Box Limited and The DTP Group Ltd) failed to pass the Standard Selection Questionnaire for lot 1 (Supply and delivery of ICT Hardware) and were not evaluated further.
- 3.6. Three tenders (Concorde IT Group Ltd, Retail Response Ltd and The Pure technology Group Limited) failed to pass the Standard Selection Questionnaire for lot 2 (End User Compute Services) and were not evaluated further.
- 3.7. Tenders which successfully passed the Standard Selection Questionnaire were then evaluated on both quality and price in accordance with the tender evaluation criteria detailed within the published tender instructions.
- 3.8. The maximum amount of points available for quality for each lot was 400 and was subdivided with minimum thresholds as detailed in Confidential Appendix A.
- 3.9. The points available for each method statement were related to the importance of that method statement to the delivery of the service.
- 3.10. The maximum points available for price was 600 for each lot and was subdivided for each lot as detailed in Confidential Appendix A.
- 3.11. The lot 2 tender from Insight Direct (UK) Limited failed to meet the minimum quality threshold on a method statement question and subsequently their price submission was not evaluated for lot 2.

- 3.12. The overall price and quality scores for each lot can be found in Confidential Appendix A and demonstrates best combination of price and quality was offered by Insight Direct (UK) Ltd for Lot 1 and CDW Limited for Lot 2.

4. Corporate considerations

4.1. Consultation and engagement

- 4.1.1. No consultation has taken place with key stakeholders as to whether the contract 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 was undertaken when the particular procurement route was chosen.

4.2. Equality and diversity/cohesion and integration

- 4.2.1. The Equality Impact Guidance was reviewed and it was determined that this procurement did not require an equality impact assessment. The reasons for this are:
- The procurement is to purchase equipment, undertake support and dispose of equipment, no internal processes will change as part of this procurement, for example DIS will continue with its current processes and procedures to provide support to staff with assistive requirements.
 - The only equality characteristic listed in the guidance that could be affected by this procurement is disabled staff, the only area where they would be affected is hardware support, for example if they have a specialist piece of hardware. This procurement will not affect this as all accessories will be purchased under a separate contract for assistive hardware and the internal processes to support staff with specialist hardware/software will remain in-house.

4.3. Council policies and best council plan

- 4.3.1. The contracts underpin the supply and maintenance of ICT equipment to support Council Services, Policies and the Best Council Plan.

4.4. Resources and value for money

- 4.4.1. The requirements specification was developed with an emphasis of reducing the impact on Council services and resources where possible.
- 4.4.2. The evaluation criteria for each lot included minimum quality thresholds which were comfortably exceeded by each of the successful tenderers.
- 4.4.3. The successful tenderer under each lot submitted provided the most competitive pricing across the tenders evaluated and costs were in line with expectations.

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

- 4.5.1. A Key Decision (DN44928) has previously been approved and subject to call-in to undertake a procurement for the supply of ICT Goods and Services. The procurement was abandoned and consequently a contract was not awarded.
- 4.5.2. A further report was approved as a Significant Operational Decision by the Chief Digital and Information Officer to recommence the procurement following the abandonment of the previous procurement.

4.5.3. The procurement was conducted in accordance with the Councils Contract procedure Rules and the Public Contract Regulations 2015 using the OJEU Open Procedure.

4.6. Risk management

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

5. Conclusions

5.1. Insight Direct (UK) Limited (Lot 1) and CDW Limited (Lot 2) both demonstrated their ability to meet the Councils requirements and their submissions represent value for money over the term of the framework.

6. Recommendations

6.1. The Chief Digital and Information Officer to approve the award of frameworks and call off contracts for Lot 1 - Supply and delivery of ICT Hardware to Insight Direct (UK) Ltd and Lot 2 - End User Compute Services to CDW Limited for a period of four years.

7. Background documents¹

7.1. None

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.