

**Report of: NMC Manager, ICT Services**

**Report to Chief Digital and Information Officer**

**Date: 30<sup>th</sup> July 2019**

**Subject: Report requesting authority to commence a procurement exercise for Data Centre Facilities Management**

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	No
Are there implications for equality and diversity and cohesion and integration?	No
Is the decision eligible for Call-In?	No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	No

### **Summary of main issues**

1. The purpose of this report is to seek approval to commence a new procurement exercise for Data Centre Facilities Management.
2. The current contract extension is due to expire at the end of April 2020, and the preceding contract has been in place for 3 + 1 years. The new contract will be for a period of 4 years.
3. This report is to evidence the reasons for the tender decision and gain a decision for its award.

### **4 Recommendations**

The Chief Digital and Information Officer is recommended to approve the procurement exercise for the provision of facilities management for Council Data Centres.

## **1 Purpose of this report**

- 1.1 This report is to request permission to tender for a contract to provide support and maintenance of the facilities within all Council Data Centres. This contract is for 4 years and has an estimated value of £90000 per year, made up of fixed maintenance costs of approximately £35000 per year and reactive costs of approximately £55000 per year

## **2 Background information**

- 2.1 Leeds City Council (LCC) operates several data centres which provide IT Infrastructure to support all its IT systems. This infrastructure supports key services across the Council, such as Academy Revenues & Benefits, Orchard (housing IT system), SAP (payroll) and Adults and Children's Services
- 2.2 The current contract with Keysource has been in place since May 2016, and expires on 30th April 2020.

## **3. Main issues**

- 3.1 All the infrastructure for the Council's IT systems sits within three Data Centres. It is essential that we have a contract in place supporting what is quite a complicated environment, and that any failure of environmental facilities within the Data Centres are investigated and rectified as quickly as possible.
- 3.2 The current contract expires on the 30<sup>th</sup> April 2020 and a replacement is required from 1<sup>st</sup> May 2020. This contract will provide support for all three data centres, so that key services will continue to be provided to customers

## **4. Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 It is not considered that the content of this report or the recommendation made will have a significant impact on any particular ward or community.
- 4.1.2 It is not considered that consultation with our customers is required for this contract.

### **4.2 Council policies and City Priorities**

- 4.2.1 It is paramount that procurement within Leeds City Council is undertaken with a view to ensure openness, transparency and fairness. As such the contract for data centre facilities management will be procured in line with Leeds City Councils Procurement and Commercial Services policy and procedures.

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

- 4.4.1 Any contract entered into as a result of the procurement exercise will be used for the provision of maintenance and support of data centre environmental facilities. This forms an essential element in delivering key Leeds City Council IT services.
- 4.4.2 Any contract entered into as a result of the procurement exercise will be regularly reviewed by monitoring the terms of the contract to ensure continuing value for money.

#### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The Chief Officer is authorised to make this decision to commence the procurement process.
- 4.5.2 Advice regarding any procurement exercise, including terms and conditions of contract/arrangement, will be obtained from the Leeds City Council's Procurement and Commercial Services to ensure council governance is met, and fair competition is observed.

#### **4.6 Risk Management**

- 4.6.1 There is no particular risk in approving the commencement of a procurement exercise, though there would be significant risk to Leeds City Council's ability to provide IT systems to its customers, thus affecting Leeds residents, and also provide a high risk to the council financially, if a procurement exercise did not take place.

#### **5 Conclusions**

- 5.1 The procurement of a new contract to replace the current support and maintenance of environmental facilities within LCC's data centres is necessary and the process to procure this contract should begin shortly.

#### **6 Recommendations**

The Chief Digital and Information Officer is recommended to approve the procurement exercise for the provision of facilities management for Council Data Centres.

#### **7 Background documents**

None.