

OFFICER DECISION RECORD SHEET

Name of decision maker: Chief Executive

Service Area: Technology & Digital Transformation

Title of Decision: To award 2 contracts for the supply of Windows based laptops and mobile tablet devices.

Decision made and reasons:

Decision: To award 2 contracts for the following:

- 1) 2 year contract to Total Computer Networks Ltd for the supply of Windows based laptops;
- 2) 2 year contract to Total Computer Networks Ltd for the supply of mobile tablet devices.

Reason: A number of laptops within the Council are now approaching 5 years old and are now coming to the end of their life-span and require replacement.

As part of the Council's 5-year hardware refresh programme the Council tendered an opportunity for the replacement of both Windows based Laptops (Lot 1) and mobile tablets (Lot 2) using the Government's Crown Commercial Framework for Technology Products.

Prior to going to market the Council tested a number of devices for technical and usability reasons meaning bidders could only bid on devices which would be fit for purpose to the Council.

The evaluation was mainly looking at a number of factors with the highest weighting on price with Total Computer Networks providing the best value for money option of all the bids received.

Reports considered:

The procurement report is attached.

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

IT Operations Team Leader
Group Manager of Technology & Digital Transformation
Team Leader of Commissioning, Procurement & Compliance

Financial Comments: £395k has been included in the Hardware Rolling Programme within the capital programme in 2017/18 for the desktop refresh project. This is sufficient to meet the costs of this contract.

Jackie Doyle 15/11/17

Monitoring Officer Comments:

The service must ensure that an appropriate service/supply contract is completed before accepting the goods.

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Deputy S151 Officers Comments:

No further comments to add. There is sufficient budget to meet the costs of the contract award.

Implications:

Value for Money: The Council carried out the tender process using the Government's Crown Commercial Framework for Technology Products. The Council evaluated tender returns looking at price, ability to meet the technical specification, timescales and storage of the hardware and warranty periods. In both Lots Total Computer Networks Ltd scored highest against the evaluation criteria showing that their submission offered the best value for money of all the bidders.

Financial: Total Computer Networks Ltd's pricing for each lot is as follows:

- 1) £249,008.00
- 2) £90,616.89

Reasons considered for rejection: The other option open to the Council is to continue with the current devices however as a number are now approaching 5 years old and are starting to have a number of performance issues this would mean more downtime meaning staff will be unable to carry out their job role as efficiently and effectively as possible.

Also, this would mean the missed opportunity of not introducing mobile tablet devices which will allow staff to work in a more flexible and digital way.

Officer Signature:

Date: