

Decision Pathway Report

PURPOSE: Key decision

MEETING: Cabinet

DATE: 02 April 2019

TITLE	IT Device Procurement		
Ward(s)	n/a		
Author: Simon Oliver	Job title: Director - Digital Transformation		
Cabinet lead: Councillor Cheney	Executive Director lead: Mike Jackson		
Proposal origin: BCC Staff			
Decision maker: Mayor			
Decision forum: Cabinet			
Purpose of Report:			
<ol style="list-style-type: none"> To seek authority to place a contract with an approved supplier for the purchase of IT hardware devices over the next 3 years. 			
Evidence Base:			
<ol style="list-style-type: none"> In July 2018, Cabinet approved the IT Future State Assessment (FSA) programme to deliver a modern, secure, flexible and service-aligned IT service over 3-5 years in support of the Corporate Strategy and business drivers/outcomes. Within FSA there is an objective to move to the Windows 10 PC operating system. The vast majority of BCC staff currently use hardware devices running Windows 7. We need to move to Windows 10 because Windows 7 will be made end of life by Microsoft in January 2020, so will no longer be fully supported by Microsoft beyond that date. BCC currently has c.6000 Windows 7 devices which cannot run Windows 10, so there is a need to decommission all of these devices and buy new devices as appropriate. A fully compliant procurement process has been completed via the Crown Commercial Services Technology Products 2 Framework, Lot 1 (Hardware) and a winning bidder has been selected (see Appendix A for further details). The resulting contract has not yet been signed, pending Cabinet approval to give delegated authority to do so. The call off contract will commit BCC to spending a minimum of £2.2m over 3 years on buying 3500 devices, across a range of specifications. This minimum commitment ensured that competitive pricing was secured across all devices. The contract has a maximum spend ceiling of £5m, to cover the replacement of all devices envisaged under FSA. Associated rollout services and optional peripherals can also be bought as required. Spend through the proposed contract for new devices will be from the following funding sources: <ol style="list-style-type: none"> The Capital funded laptop refresh project that will be delivered by IT. IT Services has allocated budget of £2,090K for 19/20 and £1,500K for 20/21 for "Laptop/Desktop Refresh" (these figures are in addition to £500K per year for refreshing other essential IT infrastructure hardware). The Social care agile working project has Cabinet approval to buy devices for imminent deployment, and are expecting to spend circa £670K from this budget through this contract Potential grant funding or other external sources for any future service-led requirements for devices 			
Cabinet Member / Officer Recommendations:			
That Cabinet:			
<ol style="list-style-type: none"> Authorises the award of a 3 year contract with an approved supplier for the purchase of IT hardware devices 			

for a minimum of £2.2m and a maximum of £5m.

- Delegates authority to the Director for Digital Transformation to take all necessary steps to enter into the contract

Corporate Strategy alignment:

The Corporate Strategy identifies a need to work with back office services to identify what needs to change to be a more effective and efficient council to achieve our priorities (p7). The FSA and resulting IT Strategy is a core component of this, particularly contributing to two of the four Organisational Priorities outlined in the Corporate Strategy (p11):

- Redesign the council to work effectively as a smaller organisation
- Equip our colleagues to be as productive and efficient as possible

IT underpins all the council’s work and, with a strategy that encompasses the council’s outward-facing approach to digital, directly contributes to the Key Commitment of ‘Make progress towards being the UK’s best digitally-connected city’.

City Benefits:

This service improvement programme supports the wider organisation’s ability to deliver commitments in the city; there are no identified equalities impacts.

Consultation Details:

No consultation is considered necessary as aligned to previous cabinet decision to commence the FSA Transformation Programme.

Revenue Cost	£	Source of Revenue Funding	
Capital Cost	< £5m	Source of Capital Funding	Allocated Budgets
One off cost <input checked="" type="checkbox"/>	Ongoing cost <input type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:

- Finance Advice:** This report seeks approval to follow the specified procurement pathway and place a contract with an approved supplier for the purchase of up to £5m of hardware devices over the next 3 years.

Finance confirms that this c. £5m expenditure has previously been approved by Cabinet. Consequently it is included in the latest published Capital Programme for 2019/20-2023/24. Details are as follows:

Within the Budget for ICT Refresh -

Ref. Re01 2018/19 £0.220m 2019/20 £2.590m 2020/21 £2.000m

Represented by remaining Budget for Mobile Working for Social Care within -

Ref. Re05 2018/19 £0.817m 2019/20 £0.096m

Approved by Cabinet on 6/3/18, £0.913m Capital (and £0.187m recurring annual Revenue) to purchase and rollout the “best fit” mobile technology for Social Care teams to enable them to do their jobs more effectively.

Finance Business Partner: Jemma Prince, 4th March 2019

- Legal Advice:** Whenever the Council procures goods where the value is over £181k, the Council must procure the goods in accordance with the Public Contracts Regulations 2015, unless an exemption is available. The relevant officer has confirmed to the legal team that a CCS framework was used, which provided it is appropriate for the goods being purchased and used correctly should ensure a compliant procurement process in this instance. The contract terms and procurement process have not been reviewed by the legal team.

Legal Team Leader: Sinead Willis, Commercial and Governance Legal Team Leader, 4 March 2019

- Implications on IT:** The provision of refresh technology is an essential step in maintaining a secure, efficient and effective IT user estate. This contract represents an appropriate offering to deliver the refresh of end-user computing

devices.

IT Team Leader: Ian Gale, Service Manager: Service Delivery and Integration, 4th March 2019

4. HR Advice: The provision of up-to-date mobile technology is critical to meeting the needs of citizens.

HR Partner: James Brereton (People & Culture Manager), 3rd March 2019

EDM Sign-off	Mike Jackson	13th March 2019
Cabinet Member sign-off	CLlr Craig Cheney	5th March 2019
For Key Decisions - Mayor's Office sign-off	Mayor's Office	4th March

Appendix A – Further essential background / detail on the proposal Full details of market assessments and procurement advice.	YES
Appendix B – Details of consultation carried out	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	NO
Appendix F – Eco-impact screening/ impact assessment of proposal	NO
Appendix G – Financial Advice	NO
Appendix H – Legal Advice	NO
Appendix I – Exempt Information	NO
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Response and comments to consultation	NO