

# Decision Pathway Report

**PURPOSE:** Key decision

**MEETING:** Cabinet

**DATE:** 02 April 2019

<b>TITLE</b>	IT Device Procurement		
<b>Ward(s)</b>	n/a		
<b>Author:</b> Simon Oliver	<b>Job title:</b> Director - Digital Transformation		
<b>Cabinet lead:</b> Councillor Cheney	<b>Executive Director lead:</b> Mike Jackson		
<b>Proposal origin:</b> BCC Staff			
<b>Decision maker:</b> Mayor			
<b>Decision forum:</b> Cabinet			
<b>Purpose of Report:</b>			
<ol style="list-style-type: none"> <li>To seek authority to place a contract with an approved supplier for the purchase of IT hardware devices over the next 3 years.</li> </ol>			
<b>Evidence Base:</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>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.</li> <li>Spend through the proposed contract for new devices will be from the following funding sources: <ol style="list-style-type: none"> <li>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).</li> <li>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</li> <li>Potential grant funding or other external sources for any future service-led requirements for devices</li> </ol> </li> </ol>			
<b>Cabinet Member / Officer Recommendations:</b>			
<b>That Cabinet:</b>			
<ol style="list-style-type: none"> <li>Authorises the award of a 3 year contract with an approved supplier for the purchase of IT hardware devices</li> </ol>			

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.

<b>Revenue Cost</b>	<b>£</b>	<b>Source of Revenue Funding</b>	
<b>Capital Cost</b>	<b>&lt; £5m</b>	<b>Source of Capital Funding</b>	<b>Allocated Budgets</b>
<b>One off cost</b> <input checked="" type="checkbox"/>	<b>Ongoing cost</b> <input type="checkbox"/>	<b>Saving Proposal</b> <input type="checkbox"/>	<b>Income generation proposal</b> <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, 4<sup>th</sup> 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

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

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