

Decision Pathway Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 21 January 2020

TITLE	Procurement of a IT Hardware and Consumables contract	
Ward(s)	None	
Author:	Sharon Scull	Job title: Lead – Operational Procurement & Finance
Cabinet lead:	Cllr Craig Cheney	Executive Director lead: Mike Jackson
Proposal origin: <i>BCC Staff</i>		
Decision maker: Cabinet Member Decision forum: <i>Cabinet</i>		
<p>Purpose of Report: This report identifies the requirement to procure a contract for the supply of IT Hardware and associated consumables that are supplied to the business areas (upon request) across BCC.</p> <p>Cabinet approves the award of a 2 +1 contract, through a framework, for the supply of a range of IT Hardware and associated consumables and that authority to award the contract is delegated to Director – Digital Transformation.</p>		
<p>Evidence Base: Following a restructure in IT Services, the new Operational Procurement & Finance Lead working with Corporate Procurement, Audit and CSRM undertook a review of spend against IT Hardware and Consumables across the Council inclusive of Traded Services. It was identified that there was a need to put a strategic fit for purpose contract in place for these purchases whilst also ensuring compliance with the Councils procurement regulations. By undertaking a procurement exercise, the intention is to obtain value for money for the Council by ensuring we achieve the best possible prices for the items within our service catalogue. It is also the intention that all IT Hardware and Consumables purchases are to be filtered through IT Services – Operational Procurement & Finance Team, except Traded Services, so that spend against the contract can be monitored whilst also ensuring the intended use of the equipment is compatible with our Network. Examples of the types of Hardware/consumables this will cover is as follows:- Network leads, cables, monitors, keyboards, mice, mobile device accessories, backpacks</p>		
<p>Cabinet Member / Officer Recommendations:</p> <ol style="list-style-type: none"> 1. Approve the procurement of a compliant IT Hardware and Consumables Contract for a period of 2 years plus 1 year extension at a cost of up to £750k. 2. Authorise the Director – Digital Transformation in consultation with the Deputy Mayor – Finance, Governance & Performance to take all steps necessary to procure and award the contract. 		
<p>Corporate Strategy alignment: There is no direct alignment with Corporate Strategy commitments. However, without a compliant contract, the ability to deliver these products upon request would be severely compromised.</p>		
<p>City Benefits: This will enable IT Services to deliver our service in an effective way.</p>		
<p>Consultation Details: Not applicable</p>		
<p>Background Documents: Review of spend by Audit on IT Hardware</p>		

Revenue Cost	£ up to £750k	Source of Revenue Funding	11304 (Stock) and business specific cost centres (Requests)
Capital Cost	£	Source of Capital Funding	.
One off cost <input type="checkbox"/>	Ongoing cost <input checked="" type="checkbox"/>	Saving Proposal <input type="checkbox"/>	Income generation proposal <input type="checkbox"/>

Required information to be completed by Financial/Legal/ICT/ HR partners:		
1. Finance Advice:		
<p>This report requests Cabinet approval both to procure a 2+1 year contract for IT hardware and consumables on behalf of Bristol City Council and to delegate authority to the Director – Digital Transformation to award this contract. Hardware is understood to comprise monitors, keyboards, accessories. It is not intended to include computers. Consolidation of such purchases under one compliant contract should generate opportunity to optimise value. Spend will be within approved budgets. IT revenue cost centre 11304 contains annual budget of £0.15m identified specifically for the purchase of computing hardware. The balance of BCC cost centres contain a total annual budget of £0.35m for the same category of spend.</p>		
Finance Business Partner: Jemma Prince 9/1/20		
1. Finance Advice: Although there are restrictions in place with regards to ordering, there is currently no compliant contract in place for IT hardware and consumables so given the level of overall spend this approach is recommended. Annual revenue costs vary but are funded either through the ICT stock cost centre or from the business cost centre requesting the item.		
Finance Business Partner: Kevin Lock (Finance Manager), 21 st November 2019		
2. Legal Advice: Whenever the council procures goods or services where the value of the contract is over £181k, it must do so in compliance with The Public Contracts Regulations 2015 unless an exemption is available. The intention is to use an unspecified public procurement framework (most probably a CCS framework) to purchase IT hardware and consumables, presumably on an “as required” basis. Essentially the call-off contract would need to be a framework purchasing contract, allowing multiple orders to be placed during its term. CCS framework RM3733, for example, would cover commoditised hardware (including consumables such as memory sticks etc), but it isn’t clear whether reference to “consumables” implies items falling outside of its scope, and there may be some overlap with electronic office supplies, which CCS cover under RM3723 and 3703.		
<p>The suitability of the preferred framework(s) and the associated call-off terms will need to be considered by legal in due course. However, use of a suitable, compliant framework should provide a compliant procurement route for the purposes of the Regulations.</p> <p>The accompanying equalities impact assessment raises no concerns and no public consultation requirement arises in relation to this report.</p>		
Legal Team Leader: Sinead Willis (Team Leader), 25 th November 2019		
3. Implications on IT: This approach ensures contractual compliance for this essential ‘business as usual’ activity and the decision is fully supported by IT Services		
IT Team Leader: Simon Oliver (Director – Digital Transformation), 20 th November 2019		
4. HR Advice: No HR implications evident		
HR Partner: James Brereton (People & Culture Manager), 20 th November 2019		
EDM Sign-off	Mike Jackson	27/11/2019
Cabinet Member sign-off	Cllr Craig Cheney	02/12/2019
For Key Decisions - Mayor’s Office sign-off	Mayor’s Office	19/12/2019

Appendix A – Further essential background / detail on the proposal	NO
Appendix B – Details of consultation carried out - internal and external	NO
Appendix C – Summary of any engagement with scrutiny	NO
Appendix D – Risk assessment	NO
Appendix E – Equalities screening / impact assessment of proposal	YES
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