

Decision Pathway – Report



PURPOSE: Key decision

MEETING: Cabinet

DATE: 14 December 2021

TITLE	End User Computer Devices		
Ward(s)	None		
Author: Simon Oliver	Job title: Director – Digital Transformation		
Cabinet lead: Cllr Craig Cheney	Executive Director lead: Mike Jackson		
Proposal origin: BCC Staff			
Decision maker: Cabinet Member Decision forum: Cabinet			
Purpose of Report: This report identifies the requirement to obtain approval for an End User Computer contract <ol style="list-style-type: none"> 1. Approval to tender for a new End-User Computer Device contract 2. Cabinet approves the award of a 3 year contract, through a framework, for the supply of End-User Computer Devices 3. That Cabinet delegate authority to the Director/Executive Director with responsibilities for Digital Transformation to award the contract 			
Evidence Base: <ol style="list-style-type: none"> 1. The terminology, End-User computer, covers all Council-owned IT equipment which is used by staff colleagues, Partners and Members, and includes Workstations, Desktop PCs, Laptops, Tablets and Hybrid devices. 2. These devices are required for the continued deployment of W10 devices to Bristol City Council staff as well as replacement devices under business as usual over the lifetime of any new contract. 3. In April 2019, Cabinet authorised the award of a 3 year contract to an approved supplier for the purchase of IT hardware up to a value of £5m. A compliant contract was let for the Procurement, Storage and Deployment of new end user computer devices to a value of £5m, with an allowable 10% uplift. 4. In September 2021, Cabinet approved the extension and funding to the existing contract to April 2022. 5. Cabinet is asked to approve initiating the process to establish a replacement 3 year contract for the supply of End-User Computer devices from April 2022. 			
Cabinet Member / Officer Recommendations: <ol style="list-style-type: none"> 1. Approve the procurement of a complaint End-User Computer contract for a period of 3 years at a cost of up to £3m. 2. Cabinet delegate authority to the Director/Executive Director with responsibilities for Digital Transformation to award the contract 			
Corporate Strategy alignment: IT Strategy is a core component of this, particularly contributing to two of the four Organisational Priorities outlined in the Corporate Strategy: <ul style="list-style-type: none"> • 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: Continued efficiencies and improvements in service delivery by ensuring Council staff have appropriate, modern and fully supported IT equipment that is capable of delivering future innovation.			

Consultation Details: Not Applicable
Background Documents: Cabinet Approval document April 2019 Agenda Template (bristol.gov.uk) Cabinet Approval document September 2021 ModernGov - bristol.gov.uk

Revenue Cost	£	Source of Revenue Funding	
Capital Cost	£3m	Source of Capital Funding	ICT Capital Refresh Budget
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:		
<p>1. 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 £3m of hardware devices over the next 3 years. Finance confirms that this £3m expenditure has previously been approved by Cabinet as published in the Capital Programme for the 5 years from 2021/22. ICT Refresh scheme reference RE01 reports total approved expenditure of £3.211m for the contract timeframe and is currently profiled as follows: 2022/23 £1.000m 2023/24 £2.211m 2024/25 £0.000m</p>		
Finance Business Partner: Jemma Prince - Finance Business Partner - 5 October 2021		
<p>2. Legal Advice: The procurement process must be conducted in line with the 2015 Procurement Regulations and the Councils own procurement rules. Legal services will advise and assist officers with regards to the conduct of the procurement process and the resulting contractual arrangements.</p>		
Legal Team Leader: Husinara Jones, Team Leader/Solicitor 1 October 2021		
<p>3. Implications on IT: It is critical that the Council has access to up to date technology, through a contract that offers best value. By entering into a new contract, the Council is able to benefit from guaranteed supply and costs, as well as a range of ancillary services which will give flexibility in regards to future deployments</p>		
IT Team Leader: Simon Oliver, Director – Digital Transformation, 6 th October 2021		
4. HR Advice: No HR implications evident		
HR Partner: James Brereton (HR Business Partner), 2 nd October 2021		
EDM Sign-off	Mike Jackson	13/10/21
Cabinet Member sign-off	Cllr Craig Cheney	11/10/21
For Key Decisions - Mayor's Office sign-off	Mayor's Office	15/11/21

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
Appendix L – Procurement	NO