

Decision Pathway – Report Template



PURPOSE: Key decision

MEETING: Cabinet

DATE: 04 April 2023

TITLE	Re-procurement of Mobile Voice and Data Contract 2023-25		
Ward(s)	<i>None</i>		
Author: Sharon Scull	Job title: Lead – Operational Procurement & Finance		
Cabinet lead: Cllr Craig Cheney, Deputy Mayor and Cabinet Member for Finance, Governance and Performance	Executive Director lead: Stephen Peacock		
Proposal origin: <i>BCC Staff</i>			
Decision maker: Cabinet Member Decision forum: <i>Cabinet</i>			
Purpose of Report: This report seeks permission to procure and award a 2+1-year contract for the supply of mobile devices and associated voice and data connectivity used across the council estate, including educational establishments via Trading with Schools.			
Evidence Base: Mobile devices, such as mobile phones, tablets and specialist devices are used extensively across council; primarily by staff and Members, but also in remotely managed equipment such as parking controllers. Employees use mobile devices to support remote and agile working as well as providing emergency contact to colleagues, partner organisations and citizens. The continued growth and use of smartphone and tablet technology allows for access to email, calendars, Video Conferencing and line of business applications enabling increased productivity and improved service responses. These products underpin the fundamental day to day operation of the council. The council's previous contract expired in February 2023, and it moved (at no financial detriment) to a compliant 30-day rolling arrangement, which enabled the council to complete soft market testing during the establishment of a new Crown Commercial Services Framework - Mobile Voice & Data Services Framework Agreement (RM6261). The council is now able to place a directly awarded contract under the Framework having taken market soundings to ensure best value can be provided. Whilst the cost of the contract is lower, the service is unchanged and there will be a seamless continuity of service across the council estate. Existing arrangements to provide mobile devices and connectivity to educational establishments via Trading with Schools will continue. The use of framework RM6261 Mobile Voice & Data Services Framework Agreement provides a compliant route to market and the council use the opportunity to optimise connection types and tariffs to ensure best value. Whilst longer contract periods are achievable under the Framework, a limited 2+1-year contract period is advised based on market soundings as highly competitive pricing has been offered on this basis. A shorter period will also enable the council to test changes and opportunities in the vendor market in future, particularly as its own needs may change as a result of various digital transformation projects and the likelihood of wider council service re-design in light of its financial challenges. The contract value has been calculated based on maximum anticipated spend with headroom for ad-hoc device			

purchases and enabling shared service with Council-owned companies and via Trading with Schools. Within this is a fixed fee connectivity calculated to meet the council's projected needs, comprising 4,997 connections, 5.3TB total data via tariffs and all voice calls and SMS messaging included (excl. premium rate numbers).

The connectivity element of the contract presents a saving of nearly 40% against the council's previous contract. The benefit derived from this forms part of the business case for the project 22SA636.5 DTP2 3rd Party Contracts within the council's approved Digital Transformation Programme.

Market sounding provided evidence of an alternative offering at lower cost, however when considering the cost and risks of change (estimated to be £150k one-off cost at 50% confidence) it was highly unlikely that this would have realised a further saving in real terms.

Cabinet Member / Officer Recommendations:

1. Approve the re-procurement of a new mobile voice and data contract for a period of 2+1 years (up to a total value of £2.25m), through the use of the CCS Mobile Voice & Data Services Framework Agreement.
2. Authorise the Director – Policy, Strategy and Digital in consultation with the Deputy Mayor – Finance, Governance, Property and Culture, to take all steps necessary to procure and award the contract.

Corporate Strategy alignment

The Corporate Strategy identifies a need to be a more effective and efficient council to achieve our priorities (Effective Development Organisation). The use of effective mobile technology is a core component of this, and this proposal explicitly supports priority EDO5 Good Governance, which commits the council to be financially competent and resilient, offering good value for money.

City Benefits:

There are no specific or direct benefits to the city and there are no identified equalities impacts. However, without the use of mobile devices the Council would be unable to deliver most services in an effective way.

Consultation Details:

Not applicable

Background Documents:

[Decision Recording Form 25 02 2021 \(bristol.gov.uk\)](http://bristol.gov.uk)

Revenue Cost	<p>£219,780 p/a for connectivity, up to £659,340 over three years including optional 1-year extension period</p> <p>Up to £530,220 p/a for devices and out-of-tariff billing; up to £1,590,660 over three years including 1-year optional extension period</p>	Source of Revenue Funding	<p>Digital Transformation core budget (Cost Centre 15131)</p> <p>+</p> <p>Business specific cost centres (for handset requests)</p>
Capital Cost	N/A	Source of Capital Funding	N/A
One off cost <input type="checkbox"/> Ongoing cost <input checked="" type="checkbox"/>		Saving Proposal <input checked="" type="checkbox"/> Income generation proposal <input type="checkbox"/>	

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

1. Finance Advice: This report requests approval for the re-procurement of a new mobile voice and data a contract (the supply of mobile devices and associated airtime and data) on behalf of Bristol City Council up to a total value of £2.25m over 3 years (2+1 years contract)

The annual commitment in contract for the Council to £219,780 p/a (£439,560 over 2years and £659,340 over 3 years) and pays for connections, voice, data, SMS and service advisors for about 5,000 devices

The contract also includes a provision/ headroom for the purchase of mobile devices estimated in this paper at £530,220 p/a (£1,590,660 over 3 years) also included is some element for out of tariff billing. This does not form a commitment but gives the Council ability and flexibility to order mobile devices when needed

The Digital Transformation currently has a core budget (cost centre 15131) for the committed element of the contract of £356,328p/a (£712,656 over 2 years and £1,068,984 over 3 years).

The new contract would result in savings of £136,548 p/a which is captured in the Digital Transformation Programme.

There is no central budget held for the uncommitted element of the contract of £530,220 (mobile devices) and any expenditure on this would be charged back to the department placing the Order (Budget checks and confirmations would be done before orders are placed)

There are no financial risks related to the award of this contract other than benefits mentioned above.

Finance Business Partner: Olubunmi Kupoluyi, 24 February 2023

2. Legal Advice: Whenever the council procures goods or services it must do so in compliance with The Public Contracts Regulations 2015 unless an exemption is available, and the Councils own procurement rules. The intention is to use the CCS Mobile Voice & Data Services Framework Agreement to purchase goods and services. Use of the CCS framework provides a compliant procurement route for the purposes of the Regulations. Authority is also sought for the Director to proceed to procure the contract without further reference to Cabinet.

Legal Team Leader: Eric Andrews, Legal Services, 21/2/2023

3. Implications on IT: The proposal supports the ongoing delivery of the council's services via flexible and agile working, whilst delivering financial benefits in support of its approved Digital Transformation Programme. There are no IT delivery implications in placing the contract, as it requires no change to the council's existing devices or SIM cards.

IT Team Leader: Tim Borrett, Director: Policy, Strategy and Digital, 15 February 2023

4. HR Advice: No HR implications evident

HR Partner: Bryn Williams, Bristol City Council HR, 21 February 2023

EDM Sign-off	Tim O'Gara	01/03/2023
Cabinet Member sign-off	Cllr. Craig Cheney	27/02/2023
For Key Decisions - Mayor's Office sign-off	Mayor's Office	06/03/2023

Appendix A – Further essential background / detail on the proposal	YES
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 I. Procurement Market Sounding Exercise	YES
Appendix J – HR advice	NO
Appendix K – ICT	NO
Appendix L – Procurement	NO