

To: All Members and Officers of the Cabinet.

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Date: 10 September 2021

Dear Sir/Madam,

Cabinet - Wednesday 15th September 2021

I have recently forwarded to you a copy of the agenda for the next meeting of the Cabinet.

I am now able to enclose, for consideration at next Wednesday 15th September 2021 meeting of the Cabinet, the following reports that were unavailable when the agenda was printed.

- **Call-Off Contract for the Supply of ICT Equipment and Services**

John Tradewell
Director of Corporate Services

Enc



Cabinet Meeting on Wednesday 15 September 2021

Call-Off Contract for the Supply of ICT Equipment and Services



Cllr Mark Deaville, Cabinet Member for Commercial Matters said,

“As a county council we are committed to getting the best services delivered at the best value for Staffordshire taxpayers.

The procurement of a contract will give us both flexibility and rigour for the ICT Hardware and Software when needed.”

Report Summary:

The objective of the report is to establish approval to proceed with the award of a Call-Off Contract for the Supply of ICT Hardware and Software Services from the ICT VAR Framework Agreement (the “The Contract”) and to secure approval for the Director of Corporate Services to be given delegated authority to approve the award of The Contract. The Contract will be for a period of 3 years starting 20th September 2021 to 19th September 2024 with the option to extend by 2 x 12- month periods

Recommendations

I recommend that Cabinet:

- a. Agree that Staffordshire County Council (the “Council”) concludes its regulated procurement in line with the Public Contract Regulations 2015 (the “Regulations”) for The Contract;
- b. Agree, following the procurement process, the successful supplier be awarded the Contract for the period 20th September 2021 to 19th September 2024 and that dependent on the quality of their delivery, that the 12-month service extensions be implemented to a final contract end date of 19th September 2026; and
- c. Agree that the Director of Corporate Services be given delegated authority to:
 - i. Approve the initial award of the successful supplier to The Contract and authorise the Council entering into the Contract with successful supplier;
 - ii. Approve all subsequent purchases under The Contract and authorise the Council to make further purchases under The Contract; and

iii. (if applicable) approve the 2-year extension to The Contract in its 3rd year.

| |
|-------------------------------|
| Local Members Interest |
| N/A |

Cabinet – Wednesday 15 September 2021

Call-Off Contract for the Supply of ICT Equipment and Services

Recommendations of the Cabinet Member for Commercial Matters

I recommend that Cabinet:

- a. Agree that Staffordshire County Council (the “Council”) concludes its regulated procurement in line with the Public Contract Regulations 2015 (the “Regulations”) for The Contract;
- b. Agree, following the procurement process, the successful supplier be awarded the Contract for the period 20th September 2021 to 19th September 2024 and that dependent on the quality of their delivery, that the 12-month service extensions be implemented to a final contract end date of 19th September 2026; and
- c. Agree that the Director of Corporate Services be given delegated authority to:
 - i. Approve the initial award of the successful supplier to The Contract and authorise the Council entering into The Contract with successful supplier;
 - ii. Approve all subsequent purchases under The Contract and authorise the Council to make further purchases under The Contract; and
 - iii. (if applicable) approve the 2-year extension to The Contract in its 3rd year.

Report of the Director for Corporate Services

Reasons for Recommendations:

1. The current contract for ICT Hardware and Software expires on the 10th October 2021. The estimated annual value for the contract is c.£1.6m per annum for the Council.
2. The procurement of The Contract will be qualified for up to £12 million to consider flexibility in the Council’s spend and to accommodate the potential additional spend of public sector partners.
3. The Contract is being procured to provide the Council with a preferred supplier for the majority of its ICT Hardware & Software requirements allowing for Staffordshire ICT (SICT) to provide a responsive and effective service
4. The marketplace for ICT hardware and software was evaluated and the decision was made that completing a further completion against an existing framework would be the most favourable procurement route. By utilising an existing framework timescales and associated costs could be reduced whilst maintaining value and benefits to the Council

5. Without recourse to a suitable contract, Council officers would be required to invest more resource into spot tendering / quoting for individual work packages which would require a plethora of separately tendered projects per annum conforming to the Council's own Procurement Regulations

Legal Implications

6. The potential value of spend for the services lends the procurement process to strictly follow the Regulations. The implications of any process failing to follow these Regulations could lead to serious legal challenges to the Council with the probable halt by a court on any contract award. The terms and conditions for the contract are those that have been set out within the ICT VAR Framework Agreement, which have been reviewed and agreed.

Resource and Value for Money Implications

7. Having one contract for ICT Hardware and Software will allow SICT to aggregate their spend allowing them to leverage greater economies of scale

List of Background Documents/Appendices:

Community Impact Assessment – Summary Document

Contact Details

Assistant Director: Ian Turner, Assistant Director for Commercial and Assets

Report Author: Paul Taylor-Grime
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Community Impact Assessment Checklist and Executive Summary

Name of Proposal:

Call-Off Contract for the Supply of ICT Equipment and Services

Project Sponsor:

Vic Falcus, Head of ICT

Project Manager:

Stewart Cottiss, ICT Account Manager

Date Completed:

12/08/21

Final Checklist

Prior to submitting your Community Impact Assessment (CIA), please ensure that the actions on the checklist below have been completed, to reassure yourself / SLT / Cabinet that the CIA process has been undertaken appropriately.

| Checklist | Action Completed | Comments/Actions |
|--|------------------|------------------|
| The project supports the Council's Business Plan, priorities and MTFS. | ✓ | |
| It is clear what the decision is or what decision is being requested. | ✓ | |
| For decisions going to Cabinet, the CIA findings are reflected in the Cabinet Report and potential impacts are clearly identified and mitigated for (where possible). | ✓ | |
| The aims, objectives and outcomes of the policy, service or project have been clearly identified. | ✓ | |
| The groups who will be affected by the policy, service or project have been clearly identified. | ✓ | |
| The communities that are likely to be more adversely impacted than others have been clearly identified. | ✓ | |
| Engagement / consultation has been undertaken and is representative of the residents most likely to be affected. | ✓ | |
| A range of people with the appropriate knowledge and expertise have contributed to the CIA. | ✓ | |
| Appropriate evidence has been provided and used to inform the development and design of the policy, service or project. This includes data, research, engagement/consultation, case studies and local knowledge. | ✓ | |
| The CIA evidences how the Council has considered its statutory duties under the Equality Act 2010 and how it has considered the impacts of any change on people with protected characteristics. | ✓ | |
| The next steps to deliver the project have been identified. | ✓ | |

Executive Summary

The Executive Summary is intended to be a collation of the key issues and findings from the CIA and other research undertaken. This should be completed after the CIA and research has been completed. Please structure the summary using the headings on the left that relate to the sections in the CIA template. Where no major impacts have been identified, please state N/A.

| | Which groups will be affected? | Benefits | Risks | Mitigations / Recommendations |
|---|---------------------------------------|--|-----------------|--------------------------------------|
| <p>PSED</p> <p>What are the impacts on residents with a protected characteristic under the Equality Act 2010?</p> <p>Highlight any concerns that have emerged as a result of the equality analysis on any of the protected groups and how these will be mitigated. It is important that Elected Members are fully aware of the equality duties so that they can make an informed decision, and this can be supported with robust evidence.</p> | N/A | N/A | N/A | N/A |
| <p>Health and Care</p> <p>How will the proposal impact on residents' health? How will the proposal impact on demand for or access to social care or health services?</p> | N/A | N/A | N/A | N/A |
| <p>Economy</p> <p>How will the proposal impact on the economy of Staffordshire or impact on the income of Staffordshire's residents?</p> | N/A | N/A | N/A | N/A |
| <p>Environment</p> <p>How will the proposal impact on the physical environment of Staffordshire? Does this proposal have any Climate Change implications?</p> | N/A | The disposal provisions within The Contract ensure that 99.9% of W.E.E.E (Waste Electric and | None identified | N/A |

| | Which groups will be affected? | Benefits | Risks | Mitigations / Recommendations |
|---|---------------------------------------|--|-----------------|--------------------------------------|
| | | Electronic Equipment) get re-cycled. | | |
| Localities / Communities How will the proposal impact on Staffordshire's communities? | Local communities | The Contract will divert any ICT equipment which has any serviceable life remaining into local community projects. | None Identified | N/A |