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| <b>DECISION TITLE: Contract for the Supply of Laptop devices</b>                         |
| <b>COUNCILLOR MARCO CERESTE – CABINET MEMBER FOR DIGITAL SERVICES AND TRANSFORMATION</b> |
| <b>February 2022</b>   |
| <b>Deadline date: N/A</b>  |

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| Cabinet portfolio holder:<br>Responsible Director:                       | Councillor Marco Cereste Cabinet Member for Digital Services and Transformation<br>Sue Grace Director of Customer & Digital Services |
| Is this a Key Decision?  | YES<br>Forward Plan reference: <a href="#">KEY/22NOV21/01</a>  |
| Is this decision eligible for call-in?                                   | YES  |
| Does this Public report have any annex that contains exempt information? | NO   |
| Is this a project and if so has it been registered on Verto?             | NO (Direct supply procurement)<br>Verto number: N/A  |

### R E C O M M E N D A T I O N S

The Cabinet Member is recommended to:

1. Authorise Peterborough City Council to join with Cambridgeshire County Council to contract collectively, as a Cluster Member, under a single Call Off Contract rather than as separate individual Call Off Contracts, for the supply of laptop devices and associated services for an initial period of three years from February 2022 to February 2025, with an option to extend for up to 12 months, based on business need. Contract value is £1,755,000 for the total possible duration of 4 years.
2. Authorise the Corporate Director: Resources to award the contract to the successful bidder and vary this contract if the Council has to amend its detailed business requirements.

#### 1. PURPOSE OF THIS REPORT

- 1.1 This report is for the Cabinet Member for Digital Services and Transformation to consider exercising delegated authority under paragraph 3.4.8 (a) of Part 3 of the constitution in accordance with the terms of their portfolio at paragraph (a).

#### 2. TIMESCALES

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|---|-----------|----------------------------------|-----|
| Is this a Major Policy Item/Statutory Plan? | <b>NO</b> | If yes, date for Cabinet meeting | N/A |
|---|-----------|----------------------------------|-----|

### **3. BACKGROUND AND KEY ISSUES**

3.1 Peterborough City Council (PCC) currently issues Google Chromebook devices to the majority of its staff. These are coming to the end of their operational life span and are no longer effectively supporting the needs of staff. After a review of the devices currently in circulation, a decision has been made to move towards a standard Windows laptop for all users.

This change is driven both by service need and significant changes in technology and software. It will allow greater integration with systems such as Microsoft Office 365 and will reduce the need for costly third-party software, which is part of the current method of service delivery.

The need to replace Chromebooks is pressing and currently PCC is purchasing laptops on an 'as needed' basis. This is proving difficult with ongoing international supply issues making it impossible to accurately predict costs and delivery dates across the year.

PCC would look to purchase, with Cambridgeshire County Council, a minimum of 1500 devices in the first year (split between the Authorities), up to a maximum of 6500 devices over the life of the contract.

The procurement of the devices has been by way of a further competition using Crown Commercial Services (CCS) Framework RM6068 - Technology Products & Associated Services Lot 2: Hardware and Associated Services. There was no formal requirement to advertise, although all 37 suppliers on the framework Lot 2 were sent a "warm-up" email advising them of the contract opportunity.

Cambridgeshire County Council will be the named Buyer on the Order Form and PCC, as a Cluster Member, shall have all of the rights granted to the Buyer under a Call-Off Contract. The Cluster Members have rights and benefits under a Call-Off Contract, references to the Buyer in a Call-Off Contract (including those references to a Party which are intended to relate to the Buyer) shall be deemed to include a reference to the Cluster Members. PCC as a Cluster Member will be a third-party beneficiary for the purposes of the Contract Rights of Third Parties Act 1999 and may enforce the relevant provisions of a Call-Off Contract pursuant to that Act.

### **4. CONSULTATION**

4.1 Service leads from across the Council and legal services within the Council were consulted as part of the decision making process.

### **5. ANTICIPATED OUTCOMES OR IMPACT**

5.1 A jointly procured "Call-off" contract with Cambridgeshire County Council for the provision of Laptops over minimum period of three years with an option to extend for a further year depending on business need. A call-off contract is a purchase order which enables bulk orders over a set time-period. The call off is from the CCS Framework reference RM6068. Cambridgeshire County Council will be the named Buyer on the order form and PCC will be a Cluster Member.

## **6. REASON FOR THE RECOMMENDATION**

- 6.1 This call-off contract allows the Council to work directly with a supplier to mitigate the supply issues as much as possible. Procuring jointly with Cambridgeshire County Council has given Peterborough City Council a greater economy of scale and has secured a standard cost per device.

## **7. ALTERNATIVE OPTIONS CONSIDERED**

- 7.1 Continue as is without replacing the Chromebooks is not an option as the Chromebooks are becoming increasingly problematic leaving staff unable to work and reliant on an increasingly costly Citrix software environment
- 7.2 Continuing with ad-hoc procurement projects is increasingly likely to run into challenges as stock issues dominate the market and small procurements are given less and less priority leading to low availability and higher prices.
- 7.3 Peterborough City Council run its own large tender, this was considered but would mean committing to a high number of devices to ensure the higher discounts, by partnering with Cambridgeshire County Council both Councils could each agree to a lower-level minimum purchase while still offering enough purchasing power to draw a high discount. This option, we believe is the best option for PCC and is reflected in the final per unit cost.

## **8. IMPLICATIONS**

### **Financial Implications**

- 8.1 As part of the agreed programme of work for the IT & Digital Service, the expectation is that all Chromebooks and existing (ageing) laptops are refreshed over the period of the contract. The contract has a total contract value of up to £1,755,000, although it is important to note that due to the nature of the contract Peterborough City Council are not obligated to spend this amount.

### **Legal Implications**

- 8.2 The procurement is in accordance with the Public Contract Regulations 2015. The Crown Commercial Service Framework reference RM6068 permits Peterborough City Council to purchase the devices as a Cluster Member.

### **Equalities Implications**

- 8.3 Is neutral for this CMDN

### **Carbon Impact Assessment**

- 8.5 The device's carbon footprint, energy consumption, recycled materials and suitability for future recycling were considered within the procurement exercise, the winning bidder scored highest in this category as well as scoring highly on the internationally recognised Product Attributes to Impact Algorithm for the lifecycle of the device

## **9. DECLARATIONS / CONFLICTS OF INTEREST & DISPENSATIONS GRANTED**

- 9.1 None

## **10. BACKGROUND DOCUMENTS**

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985) and The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.

10.1 *None*

**11. APPENDICES**

11.1 *None.*