

## **The Vale of Glamorgan Council**

### **Cabinet Meeting: 3rd April 2017**

#### **Report of the Leader**

### **Supply of End User Hardware and Associated Services**

#### **Purpose of the Report**

1. To obtain approval to sign a memorandum of understanding (MoU) with the National Procurement Service (NPS).
2. To obtain approval to take part in a mini competition being run by NPS for the supply of End User Hardware and Associated Services
3. To obtain approval to enter into a call off contract with the successful supplier

#### **Recommendations**

1. That delegated authority is given to the Head of Legal Services to sign the MoU with the NPS.
2. That a new contract for the supply of End User Hardware and Associated Services is awarded by NPS on the most economically advantageous terms to the Council for the next three years.
3. That delegated authority is given to the Head of Legal Services to sign a call off contract under the framework agreement.

#### **Reasons for the Recommendations**

1. To allow the Council to participate in the procurement process.
2. To allow the award of the contract.
3. To have an appropriate contract in place for the supply of desktop computers and associated hardware and services.

#### **Background**

4. The Council has been procuring desktop computers and associated hardware under a Value Wales framework agreement for the last 4 years. This followed a mini

competition run by the Council and resulted in the appointment of Computacenter to supply the Council with hardware from Lenovo.

5. The National Procurement Service for Wales (NPS) has now launched a new framework agreement for the supply of End User Hardware and Associated Services NPS-ICT-0019-15 Lot 4 and is prepared to run a mini competition on behalf of a number of public sector bodies, collaboratively, to ensure best value for money.
6. The public sector bodies taking part in the procurement include Bridgend, Merthyr, Rhondda Cynon Taff, Neath Port Talbot Councils and National Resources Wales (NRW)
7. Welsh Government has mandated that all Public Sector bodies should use framework agreements where appropriate so the procurement process in this instance has been greatly simplified for the Council.

### **Relevant Issues and Options**

8. In order to take part in the mini competition being run by NPS the Council will have to agree to a Memorandum of Understanding (MoU) with NPS which sets out the roles and responsibilities of both parties and commits the Council to buying through the framework agreement. A copy of the MoU is attached as [Appendix A](#) and a guide to the Framework Agreement is attached as [Appendix B](#).
9. Suppliers have already been through a selection process run by NPS to get onto the framework agreement and have satisfied a range of criteria, including quality of services and financial soundness. As a result the main point of evaluation will be price and quality of the proposed hardware to meet the agreed specification.
10. The Council will take part in the evaluation process, which will be run by NPS, alongside the other public sector bodies.
11. There are six suppliers on Lot 4 of the framework agreement which are as follows; Centerprise International Ltd, Computacenter (UK) Ltd, Insight Direct (UK) Ltd, Softcat Ltd, Specialist Computer Centres plc, XMA Limited
12. A specification for the range of hardware has already been agreed by those participating in the procurement and suppliers will be asked to price against a basket of goods meeting that specification.
13. The range of hardware includes desktop computers, laptops, monitors and a Windows tablet.

### **Resource Implications (Financial and Employment)**

14. The Council will have to commit to procuring its desktop hardware through the framework agreement for the next three years and will have to identify typical yearly volumes of equipment.
15. The Council has already established a desktop technology refresh programme which looks to replace the oldest 25% of desktop computers each year. However, efforts are also being made to extend the life and performance of desktop computers wherever appropriate by performing upgrades to the memory and the replacement of the hard drive with newer solid state drives (SSD) which are significantly faster.

### **Sustainability and Climate Change Implications**

16. There are no sustainability issues that arise as a result of this report.

## **Legal Implications (to Include Human Rights Implications)**

17. The Council will need to enter into a call off contract with the successful supplier under the terms and conditions of the National Procurement Services Framework Agreement NPS-ICT-0019-15 Lot 4.
18. The Council will need to sign a Memorandum of Understanding with NPS to take part in the mini competition being run by them on our behalf.

## **Crime and Disorder Implications**

19. There are no crime and disorder implications for this report.

## **Equal Opportunities Implications (to include Welsh Language issues)**

20. There are no Equal Opportunities implications for this report..

## **Corporate/Service Objectives**

21. This project comes under the priority outcome of Community Leadership

## **Policy Framework and Budget**

22. This is a matter for decision by Cabinet.

## **Consultation (including Ward Member Consultation)**

23. No ward member consultation has taken place.

## **Relevant Scrutiny Committee**

24. Corporate Performance and Resources Scrutiny Committee.

## **Background Papers**

NPS Framework Agreement  
NPS Memorandum of Understanding (MoU) Attached

## **Contact Officer**

David Vining - Head of Strategic ICT

## **Officers Consulted**

Carys Lord - Head of Finance  
Steve Leat - Procurement  
Jocelyn Ham - Legal

## **Responsible Officer:**

Rob Thomas - Managing Director