
To: Finance, Resources and Customer Services Policy Board

On: 8th June 2023

Report by:

The Director of Finance and Resources

Heading: Contract Authorisation Report for The Supply and Delivery of Meraki Switches and Licenses (RC-CPU-22-302)

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Finance, Resources and Customer Services Policy Board to award the Call-Off Contract for the Supply and Delivery of Meraki Switches and Licenses (RC-CPU-22-302).
- 1.2 The procurement exercise was conducted in accordance with the Call Off Contract requirements under the Crown Commercial Services Framework Agreement RM6068 Technology Products & Associated Services - Lot 2: Hardware and Associated Services and Renfrewshire Council's Standing Orders Relating to Contracts.
- 1.3 A contract strategy was approved by the Strategic Commercial and Procurement Manager and Head of Digital, Transformation & Customer Services on 1st March 2023.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:
 - 2.1.1 Award the Call-Off Contract for the Supply and Delivery of Meraki Switches and Licenses to Stone Technologies Limited following an e-Auction under the Crown Commercial Service Framework Agreement RM6068 Technology and Associated Services - Lot 2 Hardware and Associated Services.
 - 2.1.2 The Call-Off Contract will be for a period of 5 years, and it is envisaged that the Call-Off Contract will commence on 30th September 2023 and will expire on 29th September 2028. However, the actual Call-Off Start Date and Call-Off Expiry Date will be confirmed in the Order Form and the contract is to be awarded in accordance with the Framework Award Procedure.
 - 2.1.3 The Call-off Contract value will be £226,000 excluding VAT.
-

3. Background

- 3.1 The Council requires the Supply and Delivery of Meraki Switches and Licenses as part of the Switch Replacement Programme throughout Renfrewshire Council and other bodies using the Council network services.
- 3.2 A review of the procurement options identified that the Crown Commercial Services Framework Agreement (RM6068) Technology Products & Associated Services could be utilised. The procurement exercise for this Call-Off Contract was conducted in accordance with the Call-Off Award Procedure as an e-Auction under Lot 2 and in accordance with the procedures for use of Framework Agreements under the Council's Standing Orders Relating to Contracts.
- 3.3 The e-Auction was run via the Public Contracts Scotland – Tender portal on the 28th March 2023 at 11am. All 36 suppliers on Lot 2 of the RM6068 Framework Agreement were invited to participate in the e-Auction two weeks prior to the 28th March 2023. 1 supplier stated they could not meet the requirements. 2 suppliers took part.
- 3.4 The e-Auction award criterion is 100% price using the simplified award procedure under this Framework.

- 3.5 It is recommended that the Call-Off Contract under Lot 2 of the Framework, is awarded to Stone Technologies Limited who submitted the lowest price. The Contract will be formed under the Framework Award Procedure using the Order Form and relevant schedules.
- 3.6 The Call-Off Contract will be funded from the ICT budget.
-

Implications of the Report

1. **Financial –**

All suppliers' financial stability is evaluated by Crown Commercial Services at the time of awarding places to the RM6068 Framework Agreement and were deemed to meet the minimum requirements. This continues to be monitored by Crown Commercial Services.

2. **HR & Organisational Development**

No HR and Organisation development implications for the Council have arisen or are anticipated.

3. **Community/Council Planning –**

Working together to improve outcomes – This Contract will ensure ongoing support for the Council's requirements in relation to the ICT's Switch Replacement Programme.

4. **Legal –**

The procurement for this Call-Off Contract was carried out in accordance with the requirements of the Crown Commercial Service Framework Agreement RM6068 Technology Products and Associated Services - Lot 2 Hardware and Associated Services and the Council's Standing Orders Relating to Contracts.

5. **Property/Assets**

No property/assets implications have arisen or are anticipated.

6. **Information Technology –**

This Call-Off Contract will ensure ongoing support for the Council's requirements in relation to the ICT's Switch Replacement Programme.

7. **Equality & Human Rights -**

- (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.

8. **Health & Safety -**

No Health & Safety implications are anticipated.

9. **Procurement –**

The procurement exercise was conducted in accordance with the Call-Off Contract award procedure under the Crown Commercial Services (CCS) Framework Agreement RM6068 Technology Products & Associated Services - Lot 2: Hardware and Associated Services and Renfrewshire Council's Standing Orders Relating to Contracts.

10. **Risk –**

No risks are anticipated

11. **Privacy Impact –**

No Privacy Impact implication has arisen or is anticipated.

12. **Cosla Policy Position –**

No Cosla policy position implications have arisen or are anticipated.

13. **Climate Change -** No climate change implications have arisen or anticipated.

List of Background Papers

- (a) None

Author: *Stuart McLean, Procurement Assistant – Corporate Procurement Unit*
stuart.mclean@renfrewshire.gov.uk