

---

**To: Procurement Sub Committee**

**On: Wednesday 30<sup>th</sup> November 2016**

---

**Report by:**

**Joint Report  
by  
The Chief Executive & Director of Finance and Resources**

---

**Contract Authorisation Report**

**Purchase of tablet client devices and accessories**

---

**1. Summary**

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to enter into a direct award for the purchase of tablet client devices and accessories, reference RC/FA/129/16 under the Scottish Government National Framework Agreement for tablet client device from the 17<sup>th</sup> October 2016 to 20<sup>th</sup> June 2018 with the option to extend for up to two 12 month periods.
- 1.2 The Direct Award has been enabled through the Scottish Government National Framework Agreement for tablet client devices to XMA Limited.
- 1.3 A contract strategy document was approved by the Head of Policy and Commissioning and Head of Information and Communications Technology for the purchase of tablet devices and accessories.

## **2. Recommendations**

2.1 It is recommended that the Procurement Sub Committee authorise:

2.1.1 The Head of Corporate Governance to award the direct award for the purchase of tablet client device to XMA Limited from the 17<sup>th</sup> October 2016 to 20<sup>th</sup> June 2018. Please note, there is an option to extend the Framework Agreement for a period of 24 months, this is at the sole discretion of the Scottish Government. If the option is approved, Renfrewshire Council will continue to utilise this extension period.

2.1.2 Spend under the call off contract will be in the region £1,331,319.18 with approximately 500 devices being purchased per annum.

## **3. Background**

3.1 The Council has invested over the last 3 years in the purchase of tablet devices to support flexibility and accessibility in the schools and corporate arenas.

3.2 Within the education context the use of tablets support pupils and teachers to adopt modern and flexible approaches to learning and the use of tablet based technology (such as touch screen and apps) enhances the pupils learning experience and is seen as an integral part of the Council's approach to raising attainment. Based on previous spend analysis it is anticipated that Education will account for approximately 84% of the total usage of this contract.

3.3 Within the corporate environment the use of tablets allows staff to work more flexibly in terms of location and responsiveness to customer needs. There are a range of scenarios where tablet devices are seen to support this way of working. The concept of aligning devices to working styles and locations is encapsulated in a set of entitlement rules which have been developed and will be used in future to ensure that staff have the appropriate device to support task delivery and to manage the Council's spend on end user devices.

3.4 Scottish Government has established a Framework Agreement for tablet client devices. The Council has the opportunity to utilise this Framework Agreement. Scottish Government advertised the requirement for this framework agreement in the Official Journal of the European Union through Public Contracts Scotland portal.

3.5 The procurement process undertaken to establish this Framework Agreement was the open tender procedure and was conducted in compliance with Public Contracts (Scotland) Regulations 2012. The framework agreement was advertised as a single operator with 2 lots; Corporate and Education. XMA Limited was awarded sole supply of the framework agreement for both lots.

- 3.6 It is anticipated that spend on the contract will be in the region of £1,331,319, with approximately 500 devices being purchased per annum. These figures are based on previous spend including a per annum % uplift for demand increases of 5% as shown in the table below.

|                    | 16/17                |         | 17/18              |         | 18/19              |         | 19/20              |         |
|--------------------|----------------------|---------|--------------------|---------|--------------------|---------|--------------------|---------|
| Areas              | Spend                | % Split | Spend              | % Split | Spend              | % Split | Spend              | % Split |
| Education          | £259,880.51          | 84.14%  | £272,874.54        | 84.14%  | £286,518.27        | 84.14%  | £300,844.18        | 84.14%  |
| Corporate          | £49,001.29           | 15.86%  | £51,451.35         | 15.86%  | £54,023.92         | 15.86%  | £56,725.12         | 15.86%  |
| <b>Total</b>       | <b>£308,881.80</b>   |         | <b>£324,325.89</b> |         | <b>£340,542.19</b> |         | <b>£357,569.30</b> |         |
| <b>Grand Total</b> | <b>£1,331,319.18</b> |         |                    |         |                    |         |                    |         |

- 3.7 Analysis of the Framework Agreement was undertaken and the Council will achieve best value by utilising the Direct Award option with XMA Limited.
- 3.8 The costs for the devices will be met from the individual service revenue budgets.
- 3.9 Under the terms of the national Framework Agreement, XMA agreed to work with awarding contracting authorities to establish community benefits as follows:
- XMA in partnership with iTeach will offer teacher training in the operation and use of the tablets to maximise their educational benefit. Training will seek to provide Digital awareness to all groups highlighted by SVCO.
  - XMA have committed to provide access to reused Tablet devices through initiatives with Capito to meet Scotland's Digital Inclusion aims for provision to third sector / voluntary and community based organisations.

## Implications of the Report

### 1. Financial

Financial costs in respect of this Contract will be met from the Service's revenue budget.

### 2. HR and Organisational Development

None.

### 3. Community Planning

*Supported Businesses:* XMA have committed to seeking to engage with Haven Products Ltd to determine if Haven could operate as a future declared

subcontractor partner to XMA for Scottish Government Frameworks

**4. Legal**

The purchase of tablet client devices is carried out in accordance with Renfrewshire Council's Standing Orders Relating to Contracts for direct awards under an existing framework, Contract Standing Order 29.7 and in accordance with the requirements under the Scottish Government National Framework Agreement for tablet client device

**5. Property**

None.

**6. Information Technology**

This procedure undertaken will ensure ongoing support for the Council's requirements in relation to the ICT strategy 'Connect Renfrewshire'.

**7. Equality & Human Rights**

All suppliers' tender submissions in relation to equality and human rights were evaluated by Scotland Government at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

**8. Health and Safety**

All suppliers' health and safety tender submissions were evaluated by Scotland Government at the time of awarding places to the Framework Agreement and were deemed to meet the minimum requirements.

**9. Procurement**

The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures.

**10. Risk**

None.

**11. Privacy Impact**

None

---

**Author:** Gillian Gordon, Senior Procurement Specialist, 0141 618 7043  
gillian.gordon@renfrewshire.gov.uk