

To: Finance, Resources and Customer Services Policy Board

On: 8 November 2017

Report by: Joint Report by The Chief Executive and the Director of Finance and Resources

Heading: Purchase of IT Desktops

1. Summary

- 1.1 The purpose of this paper is to seek the approval of the Finance, Resources and Customer Services Policy Board to enter into a direct award for the purchase of IT Desktop devices, reference RC/FA/324/17 made under the Scottish Government National Framework for Desktop Client Devices (SP-15-011-4) for the purchase of up to £298,000 to HP Inc. UK Ltd.
-

2. Recommendations

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

2.1.1 The Head of Corporate Governance to award the direct award for the purchase of IT Desktop devices to HP Inc. Ltd from 1 January 2016 to 31 December 2017. There is an option to extend the Framework Agreement for a period of 24 months which is at the sole discretion of the Scottish Government. If the option to extend is approved, Renfrewshire Council will continue to utilise this contract under the framework extension period.

2.1.2 All desktop spend under the direct award will be approximately £298,000 should the extension be approved.

3. **Background**

- 3.1 The Scottish Government has established a Framework Agreement for Desktop Client Devices. The Council has the opportunity to utilise this Framework Agreement to ensure a consistent and direct supply of desktop client devices. This direct award will be conducted in accordance with Renfrewshire Council's Standing Orders Relating to Contracts 2017, clause 29.5.
- 3.2 The procurement process undertaken to establish the Scottish Government Framework Agreement was the open tender procedure conducted in compliance with Public Contracts (Scotland) Regulations 2012. The Framework Agreement was advertised as a single operator and was awarded to HP Inc. UK Ltd.
- 3.3 It is anticipated that spend on the contract will be approximately of £298,000. This information is based on information provided by service areas in line with purchasing patterns.
- 3.4 Analysis of the Framework Agreement was undertaken and the Council will achieve best value by utilising the Framework Agreement with HP Inc. UK Ltd.
- 3.5 The costs for devices will be met from the individual service revenue budgets.
-

Implications of the Report

1. **Financial**

Financial costs in respect of this Contract will be met from the individual Services revenue budget for their ICT support.

2. **HR & Organisational Development**

None.

3. **Community Planning –**

None.

4. **Legal**

The purchase of Desktop 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 29.5 and in accordance with the requirements under the Scottish Government National Framework for Desktop Client Devices.

5. **Property/Assets**

Each device bought under this direct award will become an asset of Renfrewshire Council.

6. **Information Technology**
The procedure undertaken will ensure ongoing support for the Council's requirements in relation to the Council's ICT Strategy.
7. **Equality & Human Rights**
The suppliers' tender submissions in relation to equality and human rights were evaluated by the Scottish Government at the time of awarding the Framework Agreement and were deemed to meet the minimum requirements.
8. **Health & Safety**
The suppliers' health and safety tender submissions were evaluated by the Scottish 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
12. **Cosla Policy Position**
Not applicable.

Author: *Brian Bradley, Procurement Adviser, 0141 618 5638,
brian.bradley@renfrewshire.gov.uk*