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**To: Procurement Sub Committee**

**On: Wednesday 18<sup>th</sup> May 2016**

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**Report by:**

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

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**Contract Authorisation Report**

**Addendum to ICT Hosting Partner Report provided to Procurement Sub  
Committee on 17<sup>th</sup> February 2016**

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**1. Summary**

- 1.1 The purpose of this paper is to seek the approval of the Procurement Sub Committee to authorise an amendment of the decision of the Sub-committee held on 17 February 2016 in accordance with paragraph 28 of the Council's Procedural Standing Orders for the reasons set out in paragraph 3.1.

**2. Recommendations**

- 2.1 It is recommended that the Procurement Sub Committee authorise the following Addendum to amend the award as detailed in ICT Hosting Partner Report provided to and approved by Procurement Sub Committee on 17th February 2016:
- 2.1.1 The original value of the contract reported on 17<sup>th</sup> February 2016 was £4,006,350.80 and £5,470,446.80 if the extension periods are utilised, this should now read £4,858,470.80 and £6,322,566.80 if the extension periods are utilised.
  - 2.1.2 The original duration of contract reported on 17<sup>th</sup> February 2016 was 3 years with the council having the option to extend on two separate occasions for a further 12 months, this should now read as tendered as 4 years with the council having the option to extend on two separate occasions for a further 12 months

### **3. Background**

- 3.1 The original paper presented to the Procurement Sub Committee on 17th February 2016 stated the period and values for this contract based on a duration of 3 years with the option to extend for 2 x 12 months, However it was not noted until recently that the duration and values were incorrect and should have been stated and approved for a duration of 4 years with the option to extend for 2 x 12 months as set out in 2.1.1 and 2.1.2 of this paper.
- 3.2 The overall outcome of the evaluation of the original report on 17<sup>th</sup> February 2016 has not changed in relation to the recommendation and outcome.
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### **Implications of the Report**

#### **1. Financial**

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

#### **2. HR and Organisational Development**

None.

#### **3. Community Planning**

None

#### **4. Legal**

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for below EU Threshold Open Procedure (Supplies and Services), Public Contracts (Scotland) Regulations 2012, as amended.

#### **5. Property**

None.

#### **6. Information Technology**

This procedure undertaken will ensure ongoing support for the Councils requirements in relation to Data Hosting

#### **7. Equality & Human Rights**

None

#### **8. Health and Safety**

None

#### **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**

PIA Undertaken and completed, a Data Processor Agreement (DPA) will be agreed and formalised with the awarded supplier

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