

To: Finance, Resources and Customer Services Policy Board

On: 31 March 2021

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

Heading: Supply and Delivery of 400 Laptops

1. Summary

- 1.1 The purpose of this report is to request that the Finance, Resources and Customer Services Policy Board homologate a decision of the Director of Finance and Resources and Head of Policy and Commissioning to award a Contract for the Supply and Delivery of 400 Laptops outside the board cycle due to the limited availability of this key supply during the coronavirus pandemic.
 - 1.2 This procurement exercise was conducted as a negotiated Contract in accordance with the Renfrewshire Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2015.
 - 1.3 The request to negotiate was approved by the Director of Finance and Resources, the Head of Policy and Commissioning and the Strategic Commercial and Procurement Manager on 15 March 2021.
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2. Recommendation

- 2.1 The Finance, Resources and Customer Services Policy Board is requested to:

- 2.1.1 Homologate the decision taken by the Director of Finance and Resources and Head of Policy and Commissioning to award a for Contract for the Supply and Delivery of 400 Laptops to Capito Limited;
 - 2.1.2 Note the Contract value will be £224,632.00 excluding VAT;
 - 2.1.3 Note that the Contract will be in place until full delivery of the laptops is achieved, and all laptops come with 3 years warranty.
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3. **Background**

- 3.1 The Council urgently requires the supply and delivery of 400 laptops for Renfrewshire staff. The Council would ordinarily rely on the Scottish Government single supplier Framework for Mobile Client Devices (SP-15-011-1) awarded to HP Inc. UK Ltd for the supply of laptops. However, geo-political measures being taken to contain the coronavirus combined with unprecedented demand for mobile computing devices due to increased home working are having a significant negative impact on the manufacture and distribution of IT products. Scottish Procurement has also advised that there are ongoing worldwide constraints at the moment and suppliers have been impacted by the uncertainty surrounding lead times. In general, demand is significantly outstripping the supply capacity.
- 3.2 The Council had placed orders for the supply of Laptops with HP Inc Limited in October and December 2020 and HP Inc Limited is unable to advise delivery dates for these orders. New laptops are urgently required. The natural replacement of laptops was halted last year to concentrate on providing laptops for urgent requests only. It is anticipated that the Council's current laptop stock will be depleted in a matter of weeks potentially leaving staff without working laptops which may affect Council operations.
- 3.3 HP Inc. Limited has been supporting the Council by looking for alternative solutions and one of their distributors, Capito Ltd, has supply of the required laptops which are compatible with the Council systems. Due to the limited availability of this equipment, Officers needed to take immediate steps to secure the stock or it would have been sold to other customers.
- 3.4 This procurement for this Contract was conducted as a negotiated procedure in accordance with the Scottish Procurement Policy Note (SPPN) 4/2020 Regulation 33 (1) (c) of the Public Contract (Scotland) Regulations 2015 which states that "where (but only if it is strictly necessary) for reasons of extreme urgency brought about by events unforeseeable by the contracting authority, the time limits for open procedure, restricted procedure or competitive procedure with negotiation cannot be complied with."

- 3.5 The costs in respect of this Contract will be funded by the ICT Capital budget.
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Implications of the Report

1. **Financial** – Costs in respect of this Contract will be funded by the ICT Capital budget.
2. **HR & Organisational Development** - No TUPE implications have arisen or are anticipated.
3. **Community/Council Planning**
 - **Working together to improve outcomes** – this Contract will ensure the Council continues to provide good quality services.
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – The Council will have ownership of 400 laptops once received.
6. **Information Technology** – This contract will ensure continuation of the supply of laptops.
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 because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.

8. **Health & Safety** – Capito Limited’s health and safety credentials were evaluated by Corporate Health and Safety and met the Council’s minimum requirements regarding health and safety.
9. **Procurement** – The procurement procedure outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements and the Council's Standing Orders Relating to Contracts.
10. **Risk** - Capito Limited’s insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact** - No Privacy Impact Assessment requirements were identified within this procurement.
12. **Cosla Policy Position** - No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk**
The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

List of Background Papers

None.

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