

To: Council

On: 15 December 2016

Report by: The Chief Executive

Heading: Contract Authorisation Report - Public Access WiFi

1. Summary

- 1.1 The purpose of this paper is to seek the approval of Council to authorise The Head of Corporate Governance to conclude the award of a single source Framework Agreement for the Public Access WiFi, tender reference RC-FA-130-16.
 - 1.2 The procurement exercise was conducted in accordance with the above EU Threshold Open Procedure for Services and the Council's Standing Orders Relating to Contracts.
 - 1.3 A contract strategy document was approved by the Strategic Commercial Procurement Manager (as delegated by the Head of Policy and Commissioning) and the Head of ICT on the 15th September 2016.
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2. Recommendations

- 2.1 It is recommended that Council:
 - a) Authorise the Head of Corporate Governance to conclude on behalf of Renfrewshire Council and all other Framework Agreement Public Bodies and, subject to disclosure of insurance document all to the satisfaction of the Council, the award of the single source Framework Agreement for the Public Access WiFi, tender reference RC-FA-130-16 to Boston Networks Limited;

- b) note the Framework Agreement duration is 4 years from the Commencement Date, which will be specified in the letter of award, and
 - c) note the ceiling value of Call Off Contracts made under this Framework Agreement by all participating Public Bodies is £6,000,000 ex VAT.
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3. Background

- 3.1 Renfrewshire Council has a requirement for a secure access Public WiFi platform to be provided within Paisley, Renfrew and Johnston town centres. In addition, a number of Council public buildings are in scope for public Wi-Fi provision including buildings that already have a public Wi-Fi service and new buildings to be enabled with the new service.
- 3.2 This requirement will support delivery of the Renfrewshire Council Digital Strategy, which has the vision “In a Digital Renfrewshire we will make sure that everybody has the opportunity to reach their digital potential and maximise the wider economic, educational, health, social and cultural benefits for all”. Digital Participation is a key driver of this strategy, which was informed by input from over 40 different representatives from the public, private and third sector, and local academic institutions.
- 3.3 Having access to the internet is an essential component of 21st century life and is often referred to as the ‘fourth utility’, but it is estimated that a fifth of UK households do not have basic internet services in their home. This rises to more than a third of households in the lowest socioeconomic groups and to nearly 70% of households aged over 75. Research reveals that those who can benefit the most from technology are those most likely to be digitally excluded and already facing social inequality. Data from GoOnUk, the leading UK Digital Skills Charity, indicates that Renfrewshire has a high likelihood of digital exclusion.
- 3.4 Lack of affordable access to the internet was one of the key barriers to digital participation for those on low incomes identified through the Council’s Tackling Poverty programme. The provision of an easy to use and free of charge Public Wifi service in key locations across Renfrewshire is seen as an important mechanism of reducing this barrier.
- 3.5 The procurement process and specification for the service included for the inclusion of various partner public bodies, namely Renfrewshire Leisure, University of West of Scotland, West College Scotland and Greater Glasgow and Clyde Health Board (within the Renfrewshire area). This enables them to utilise the framework for their own requirements and provide access to the Renfrewshire free public wifi service within their premises. This creates the opportunity for the public to benefit from the same free public wifi service across a wide range of indoor and outdoor public realm locations across Renfrewshire. The public wifi service will also extend access to the “Eduroam” service used by staff and students at the University of the West of Scotland and West College Scotland across all public buildings and outdoor areas covered by the new service, greatly benefiting the educational experience of their students.

- 3.6 To allow for this provision, a procurement exercise was undertaken on behalf of the Council and the all Framework Agreement Public Bodies. This exercise was conducted in accordance with Council's Standing Orders Relating to Contracts for above EU Threshold Open Procedure for Services and the Public Contracts (Scotland) Regulations 2016. A contract notice advertising the opportunity was dispatched to the Public Contracts Scotland portal on 19th September 2016 and published on the Official Journal of the European Union (OJEU) on 20th September 2016. Tender documentation was available for immediate download through the online e-tender system.
- 3.7 Forty five (45) suppliers noted an interest of which seven (7) tender submissions were received by the closing date for the receipt of tender submissions at noon, on 3rd November 2016.
- 3.8 The seven (7) tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit and Health and Safety against pre-determined criteria which assessed competence and expertise. Three (3) of the seven (7) submissions failed to meet the minimum requirements with four (4) submissions moving on to Award Evaluation.
- 3.9 The four (4) successful tender submissions were then evaluated against a set of award criteria which was based on a quality / price ratio of 60% / 40%. The scores relative to the award criteria of the tenderer are as follows:

Tenderer Name	Quality Score (60%)	Price Score (40%)	Total Score (100%)
Boston Networks Limited	47.15	37.67	84.82
AWTG Limited	39.13	40.00	79.13
PinacI Solutions UK Limited	41.05	32.37	73.42
Virgin Media Business Limited	45.40	23.50	68.90

- 3.10 It is recommended that the Single Source Framework Agreement is awarded to Boston Networks Limited who has provided the most economically advantageous tender.
- 3.11 The Council requirements will be subject to a separate call off contract and the cost for this call off contract will be met from current capital and revenue budgets.
- 3.12 Boston Networks Limited have committed to delivery of the following community benefits as a result of delivery of this Framework:

Outcomes/Activity	No of People/Activity
New Entrants	
Modern Apprenticeships Boston Networks would propose to engage with Invest in Renfrewshire and Skills Development Scotland to identify two potential candidates to undertake a Wireless Engineer Modern Apprenticeship. The modern apprentices would gain a formal qualification and work side by side with a team of experienced engineers to learn and develop on the job skills.	2
Graduates We propose to employ a Project Management graduate from the University of the West of Scotland to undertake a Project Coordinator role. As a member of the Association for Project Management (APM), which the University of West of Scotland Project Management Course is aligned with, we would be well placed to help a graduate to carve out a successful career	1
Jobs (Unemployed) Boston Networks is headquartered in Renfrew and has numerous customers in and around the area. This would allow us to employ a minimum of one new entrant over the course of the contract. We would propose to engage with local organisations, such as Invest in Renfrewshire or Skills Development Scotland, to utilise their recruitment services to encourage school leavers or unemployed young people to apply.	1
Education Support Initiatives	
Workplace Visits We would organise 8 visits to give unemployed young people/students the opportunity to visit our headquarters in Renfrew, where we would help them to understand and develop employability skills. Working with Invest in Renfrewshire and Curriculum for Excellence, we would tailor the visits to help maximise their understanding of what is expected in a workplace.	8
Supply Chain Development Activity	
Supply Chain Briefings with SME's	1
Business Support Social Enterprises, Supported Businesses, Third Sector Organisations	1
S/NVQ Training	
S/NVQ's or equivalent for Existing Employees Existing employees will also have the opportunity to undertake S/NVQ's to support their development or to extend their existing skills.	10
S/NVQ's or equivalent for New Entrants As part of the contract we would offer S/NVQ's to new entrants to help develop job related skills.	3
Community Projects	
Non financial support for a community project Boston Networks would work with its technology partners to obtain decommissioned equipment which could then be redeployed into local community plan projects.	1
Other CSR Project outcomes (details must be provided) Each year we would offer 20 employee days, to volunteer during working hours, on activities to improve and add value to the local Renfrewshire community, Social Enterprises or Charities.	1

Implications of the Report

1. Financial

Financial costs in respect of this Framework will be met from the approved capital and revenue budgets of each partner organisation listed within the Framework.

2. HR and Organisational Development

None.

3. Community Planning

The provision of the Renfrewshire free public wifi service will support the delivery of a number of community planning objectives and promotes collaborative working between the Council and a number of community planning partners.

4. Legal

The procurement exercise was tendered in accordance with Council's Standing Orders Relating to Contracts for Above EU Threshold Open Procedure (Supplies and Services) and the Public Contracts (Scotland) Regulations 2016.

5. Property

All property and assets aspects have been discussed, agreed and noted by the Council's Community Recourses Service.

6. Information Technology

The implementation of a Public Access WiFi provision is aligned with the strategic direction of ICT in the Council and the Council's digital strategy.

7. Equality & Human Rights

The provision of the Renfrewshire free Public Access WiFi service will reduce barriers to digital participation for those on low income within Renfrewshire.

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.

10. Risk

Implementing a provision of the scale of a Public Access WiFi has inherent risks which will be closely managed through robust project and programme governance. Insurable risks have been addressed by way of the supplier's insurances arrangements having been evaluated by the council's Risk and

Insurance section as part of the tender evaluation process.

11. Privacy Impact

The Public Access Wifi service will be delivered in accordance with data protection legislation following initial discussion with the Council's Information Governance team and formal assessment will be carried out prior to award.

List of background papers

1. **None**
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