

**To: Finance, Resources and Customer Services Policy Board**

**On: 30 March 2022**

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

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**Heading: Supply and Delivery of 600 Laptops**

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**1. Summary**

1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a Contract for the Supply and Delivery of 600 Laptops (RC-CPU-21-415) to HP Inc. UK Limited.

1.2 This procurement exercise was conducted as a direct award using the Scottish Procurement single supplier Framework for Mobile Client Devices (SP-19-020) and in accordance with the Council's Standing Orders Relating to Contracts.

1.3 The Contract Strategy was approved by the Head of Digital Transformation and Customer Services on 26 February 2022 and the Procurement Operations Manager on 24 February 2022.

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**2. Recommendation**

2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- 2.2 Award a Contract for the Supply of 600 Laptops following the direct award procedure under the Scottish Procurement single supplier Framework for Mobile Client Devices (SP-19-020) to HP Inc. UK Limited.
  - 2.3 For a fixed price Contract value of £280,200 excluding VAT for 600 laptops.
  - 2.4 The Contract will be in place from point of order in mid-April 2022 until full delivery of the laptops is received by end of October 2022.
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### 3. **Background**

- 3.1 The Council requires the supply and delivery of 600 laptops for Renfrewshire staff.
  - 3.2 In accordance with Standing Orders relating to Contracts 29.5, the Scottish Government single supplier Framework for Mobile Client Devices (SP-19-020) is suitable for this purchase. The framework is a single supplier framework and call off contracts are only possible via the direct award procedure under this Framework. The prices under the framework are fixed for the Framework period unless the Scottish Government has agreed a price review as laid out in the Framework.
  - 3.3 HP Inc. UK Limited is the only supplier on this Framework and has advised that there is approximately a 24 week lead time for the delivery of laptops. Therefore, the Council has determined that if an order for 600 laptops is placed in April 2022, the laptops will likely be delivered by October 2022 when the Council's current supply is due to run out.
  - 3.4 Since the beginning of the Covid-19 pandemic, there has been an unprecedented demand for mobile computing devices due to increase in home working which has had a significant impact on the manufacture and distribution of IT products. Scottish Procurement has also advised that there are ongoing worldwide constraints and suppliers have been impacted by the uncertainty surrounding lead times. Therefore, the Council plans to raise the Order for the supply of 600 laptops in April 2022 to ensure that sufficient stock will be available for October 2022 when the current stock will be depleted.
  - 3.5 The costs in respect of this Contract will be funded by the ICT Capital budget.
  - 3.6 Due to the frequency of spend with HP Inc. UK Limited under this Framework, CPU is continually liaising with HP inc. UK Limited to agree a plan for the delivery of Community Benefits within Renfrewshire.
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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** - The procurement exercise was conducted as a direct award procedure under the Scottish Procurement single supplier Framework for Mobile Client Devices (SP-19-020) and the Council's Standing Orders Relating to Contracts.
5. **Property/Assets** – The Council will have ownership of 600 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** – HP Inc Limited's health and safety credentials were assessed by Scottish Procurement as part of the evaluation for the Framework.
9. **Procurement** – The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.

10. **Risk** - HP Inc Limited's tender submission in relation to insurances for appointment to the Framework for Mobile Client Devices (SP-19-020) were evaluated and continues to be monitored by the Scottish Procurement.
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.

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### List of Background Papers

None.

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