

To: Finance, Resources and Customer Services Policy Board

On: Wednesday 10 November 2021

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

Heading: The Supply and Delivery of 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 on the 7th October 2021 for the Supply and Delivery of Laptops outside the board cycle due to the limited availability and long lead times of IT products due to increased demand since the beginning of the coronavirus pandemic.

1.2 This procurement exercise was conducted as a direct award using the Scottish Government single supplier Framework for Mobile Client Devices (SP-19-020).

2. Recommendations

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

2.1 Homologate the decision taken by the Director of Finance and Resources and Head of Policy and Commissioning to award a Contract for the Supply and Delivery of Laptops (800 laptops) to HP Limited.

- 2.2 Note the Contract value will be £373,600.00 excluding VAT.
- 2.3 Note that the Contract will be in place until full delivery of the 800 laptops is achieved. HP Inc Ltd has advised that the current anticipated lead time for delivery is 29 weeks.
-

3. **Background**

- 3.1 The Council requires supply and delivery of 800 laptops for Council staff. Due to increased demand for IT products since the beginning of the Covid-19 pandemic, the lead time for delivery of laptops has been greatly impacted causing major disruption to the Council's laptop replacement programme, as orders placed in October and December of 2020 have only been received in August through to September of 2021. The Council has anticipated that its current stock is likely to deplete by mid-February 2022. Therefore, a decision was taken to place an order for further supply on 7th October 2021 to ensure the Council was in the queue for delivery when laptops become available.
- 3.2 In accordance with Standing Orders relating to Contracts 29.5, The HOPAC has identified that the Framework provides a suitable route to market and provides a facility to make direct awards where best value can be demonstrated. The latest iteration of the Scottish Government single supplier Framework for Mobile Client Devices (SP-19-020) commenced on 16th August 2021 thus products offered under the Framework were reviewed and a specification of laptop meeting the Council's needs was identified. The procurement was conducted as a Direct Award to HP Inc. UK Limited in accordance with the Framework requirements.
- 3.3 The costs in respect of this contract will be funded from the ICT capital budget.
- 3.4 The Buyers Guide for Mobile Client Devices (SP-19-020) advised that "HP are committed to investing in Scotland and will provide a range of community benefits via the framework." Therefore, the Council approached HP to ask if they would be willing to offer the Council community benefits specifically to this call-off contract. HP advised that while they are working on a programme for delivery of Community Benefits for Scottish Government under the Framework, they will be willing to work with the Council to dedicate some of the Community Benefits specifically to this contract and ensure that the delivery of those Community Benefits takes place in Renfrewshire.

Implications of the Report

1. **Financial** - Costs in respect of this Contract will be funded from 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.
5. **Property/Assets** - The Council will have ownership of 800 laptops once received.
6. **Information Technology** - This contract will ensure continuation of the supply of laptops for Renfrewshire Council staff.
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 insurance policies were assessed by Scottish Procurement as part of the evaluation for the Framework. All suppliers on the Framework are expected to maintain the relevant insurance policies for the duration of the Framework period.
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

Board Report for the Supply and Delivery of 400 Laptops – approved at Finance, Resource and Customer Service Policy Board on 31 March 2021

Author: Rachel Davison, Senior Procurement Specialist,
rachel.davison@renfrewshire.gov.uk