

**Record of  
Executive  
Decisions  
published  
29/Mar/2023**



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Civic Centre  
Sunderland

29 March 2023

## Record of Executive Decisions Published: 29/Mar/2023

**Decision Taker:**

Liz St Louis, Director of Smart Cities & Scrutiny Coordinating Committee  
Enabling Services

**Appropriate Scrutiny Committee:**

**Date decision in force:**

6 April 2023

**Date of decision:**

27 March 2023

**Title and author(s) of written report:**

Proposed Purchase of ICT hardware Requirements – Report of the Director of Smart Cities & Enabling Services

**Full description of decision:**

To award a contract to XMA Limited for the one-off purchase of IT hardware requirements

**Reasons for decision:**

A hardware refresh is undertaken every four years to ensure the Council's infrastructure and end user devices are fully supported, have improved performance and increased security, which will ensure the risk of disruption to the workforce and Council services is minimised.

In February 2023, it was agreed the Council would participate in a National Further Competition (NFC) procurement process for the one-off purchase of hardware items, which need to be refreshed across the Council's IT estate.

The NFC process was undertaken by the Crown Commercial Service (CCS) utilising their Technology Products and Associated Services (TePAS) Framework (RM6068). In March, the evaluation of the bids was undertaken and completed by the CCS, in which they confirmed that XMA Limited submitted the lowest overall costs for all requirements.

The total cost to the Council is £1,354,839.71 for the hardware.

The hardware requirements will be funded via capital budgets in ICT.

**Alternative options considered and rejected:**

**Option 1: Undertake separate further competition processes** – this option was considered but rejected, as the NFC process allowed other public sector customers to participate, therefore it was anticipated this would increase the Council's buying power, in which greater value for money will be realised.

**Option 2: Not procure the hardware requirements** – this option was also considered but rejected but is not recommended as the existing hardware must be refreshed, in order to continue supporting the infrastructure and staff across the Council.

**Contact Officer:** Liz St. Louis

**Email:** [Liz.StLouis@sunderland.gov.uk](mailto:Liz.StLouis@sunderland.gov.uk)

**Is this a key decision:**

Yes

**Does the Decision contain Confidential/Exempt Information:**

No

**Declarations of Interest and Dispensations:**

None

<u>Decision Record</u> (For use in the case of Decisions (including Key Decisions) made by Officers under Delegated Powers)	
Name and job title of Delegated Officer with power under the constitution to make the decision:  Liz St Louis, Director of Smart Cities & Enabling Services	Directorate: Smart Cities and Enabling Services  Paragraph of Constitution relied upon:  Part 4, Section 8, Paragraph 5.5.5: Call-offs via an existing Framework Agreement or dynamic purchasing system under which the Council has a right to participate which offers value for money and provided the Council follows the frameworks or system's call-off procedures.  Part 3, Section 4, Paragraph 4e): In exercising their delegated powers Chief Officers may: accept tenders, place contracts and procure other resources within or outside the Council.
Where the decision maker is an officer authorised by the Delegated Officer to make the decision (an Authorised Officer) the name and job title of the Authorised Officer and paragraph of Directorate delegation scheme relied upon:  N/A	
Date of decision:  27 <sup>th</sup> March 2023	
Statement of decision made:  Award a contract to XMA Limited for the one-off purchase of IT hardware requirements.	
Where applicable, Report(s) considered (state the title and author of the report(s)) and list of background papers:  28-day Key Decision Briefing Report	
Reasons for the decision (including reference, where appropriate, to relevant impact assessments):  In February 2023, it was agreed the Council would participate in a National Further Competition (NFC) procurement process for the one-off purchase of hardware items, which need to be refreshed across the Council's IT estate.  The NFC process was undertaken by the Crown Commercial Service (CCS) utilising their Technology Products and Associated Services (TePAS) Framework (RM6068). In March, the evaluation of the bids was undertaken and completed by the CCS, in which they confirmed that XMA Limited submitted the lowest overall costs for all requirements.  The total cost to the Council is £1,354,839.71 for the hardware.  The hardware requirements will be funded via capital budgets in ICT.	
Alternative options considered and rejected:  <b>Option 1: Undertake separate further competition processes</b> – this option was considered but rejected, as the NFC process allowed other public sector customers to participate, therefore it was anticipated this would increase the Council's buying power, in which greater value for money will be realised.  <b>Option 2: Not procure the hardware requirements</b> – this option was also considered but rejected but is not recommended as the existing hardware must be refreshed, in order to continue supporting the infrastructure and staff across the Council.	
Members/Officers/others consulted:  Gary Henderson, IT Solutions Manager (Technical), ICT Service Liz St Louis, Director of Smart Cities and Enabling Services	

Mark Errington, IT Solutions Manager, ICT Service Paul Thompson, IT Security Manager, ICT Service Richard Wright, Chief Information Officer, ICT Service Virginia Ainsley, ICT Category Manager, Corporate Procurement	
Where the decision was made under a specific express authorisation of Council, Cabinet, a Committee, Sub-Committee or Joint Committee, the name of any member who declared a conflict of interest in relation to the decision:  N/A	
In respect of any declared conflict of interest, a note of any dispensation granted by the Council's Head of Paid Service:  N/A	
Is the decision a key decision as defined in the Constitution? Yes If yes, on what basis?  The total aggregated value of the contracts exceeds £1 million and is therefore, deemed to be of significant value.	
Does the decision contain Confidential / Exempt Information?  No	If applicable, ground on which information is confidential/exempt:  N/A

Signed:   Name (print): Liz St Louis (Officer making decision)  Dated: 28 <sup>th</sup> March 2023	Signed: ..... (Portfolio Holder/Chairman of Committee)  Name (print): .....  Dated: .....
Counter Signed: .....  Name (print): .....  Position: .....  Dated: .....	For completion in respect of any decisions which have financial implications and regarding which consultation is required with the Executive Director of Corporate Services or his/her representative.  Signed: ..... (Executive Director of Corporate Services or his/her representative)  Name (print): .....  Position: .....  Dated: .....
Notes: [1] Officers are reminded to follow the procedure set out in the Guidance on the Making and Recording of Decisions by Officers, in order to ensure compliance with the law. This is particularly important in the case of "key decisions."  [2] A "Key Decision" is an executive decision which is likely (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the City. For the purposes of (a) above, "significant" means expenditure of £250,000 or more in relation to capital expenditure or £100,000 or 1% of the relevant net revenue budget head, whichever is greater.  [3] A key decision will come into force and may be implemented on the expiry of five working days after publication, unless it is "called in".  [4] It is a requirement of the Constitution that Chief Officers will consult the relevant portfolio holder and/or the Chairman of the relevant Committee prior to taking action where the action has policy or significant financial implications or where the portfolio holder or Chairman has given prior indication that he or she wishes to be consulted on the matter or type of matter. Ward members should also be consulted as appropriate.	

# PROPOSED PURCHASE OF ICT HARDWARE REQUIREMENTS

February 2023

## REPORT OF THE DIRECTOR OF SMART CITIES AND ENABLING SERVICES

### 1. Purpose of the Report

- 1.1 To seek approval for the proposed purchase of ICT hardware requirements across the Council.

### 2. Background and Proposal

- 2.1 Currently, the ICT Service has a range of hardware requirements which must be refreshed across the estate. The scope of these items are as follows:

- Laptops
- Smart Mobile Handsets
- Network Switches
- Desktop Uninterrupted Power Supplies
- Cables
- Wi-Fi Access Points

The delivery of the above items must be made to one or more Council sites within the next 12 months.

- 2.2 There are no current contracts in place for the supply of hardware, as these are often one-off purchases.
- 2.3 It is intended that the forthcoming procurement exercise will be undertaken by the Crown Commercial Service (CCS) who are running a national further competition process, in which multiple public sector organisations can aggregate their hardware requirements. By participating in this process, it is anticipated the Council can increase our buying power to achieve savings that would not be possible through individual buying.
- 2.4 The CCS intends to share the proposed outcome of the national further competition process in mid-March. At that time, the Council will confirm whether we wish to proceed to order any or part of the hardware requirements based on the prices submitted.
- 2.5 The budget for all requirements is approximately £1.7m.

### 3. Reasons for the Decision

A hardware refresh is undertaken every four years to ensure the Council's infrastructure and end user devices are fully supported, have improved performance and increased security, which will ensure the risk of disruption to the workforce and Council services is minimised.

#### **4. Alternative Decisions**

The alternative option is not to proceed with the purchase the hardware requirements. However, this option is not recommended as the existing hardware must be refreshed, in order to continue supporting the infrastructure and staff across the Council.

#### **5. Recommendation**

It is therefore recommended that the Chief Executive approves our participation in the procurement process for the purchase of replacement hardware.