

	Decision of Cabinet Member for Finance and Resources
	Report from the Corporate Director of Finance and Resources
AUTHORITY TO AWARD CONTRACT FOR PROVISION OF LAPTOPS, ASSOCIATED PRODUCTS AND SERVICES FOR THE SHARED TECHNOLOGY BOROUGHES	

Wards Affected:	All
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part Exempt – Appendix 1 is exempt as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: “Information relating to the financial or business affairs of any particular person (including the authority holding that information)”
List of Appendices:	Appendix 1 – List of Bidders (exempt) Appendix 2 – Evaluation Grid
Background Papers:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Name: Amin Jan Job Title: Assistant Category Manager, Shared Technology Services Email: amin.jan@brent.gov.uk Name: Amy Todd Job Title: Project Manager, Shared Technology Services Email: Amy.Todd@sharedtechnology.services

1.0 Executive Summary

- 1.1. This report concerns the procurement of Provision of Laptops, Associated Products and Services for the Shared Technology Services boroughs. This report requests authority to award a contract as required by Contract Standing Order 88. This report summarises the process undertaken in procuring this contract and, following the completion of the evaluation of tenders, recommends to whom the contract should be awarded in accordance with paragraph 13 of Part 3 of the Constitution

2.0 Recommendation(s)

That the Cabinet Member for Finance and Resources, having consulted with the Leader and in accordance with paragraph 13 of Part 3 of the Constitution:

- 2.1 Approves the award of the contract for the provision of Laptops, Associated Products and Services for the Shared Technology Services Boroughs to CDW Limited for a term of five years in the sum of £3,201,591.60.

3.0 Detail

- 3.1 Under the Shared Technology Services' Inter Authority Agreement, Brent is the contracting authority for contracts procured for the delivery of services to the Shared Technology Services' partners, namely the London Boroughs of Brent, Lewisham and Southwark.
- 3.2 The current contract for Laptop and Associated Product expires in December 2024, and it is therefore necessary to procure a new contract. The award of the contract to CDW Limited enables the provision of Laptops, Associated Products and Services for the Shared Technology Services boroughs. The current contract is used by all STS partner boroughs in order to replace ageing devices with new laptops and address the issue like warranty, support and accidental damage services. New contract will be awarded to meet Brent and LGA requirements, however other STS boroughs are able to use the contract if they wish subject to the relevant approvals.

Contribution to Borough Plan Priorities & Strategic Context

- 3.3 The contract contribute to the Borough Plan and other strategic policies as follows:
 - 3.3.1 A Cleaner, Greener Future – Supplier under social value is committed to provide plantation of trees at Brent. Which is sequestration of approximately 21,574,080 grams of CO2. Supplier is also committed to provide clean-up days. Days will be spent contributing to environmental events in the community, including; clear up days, planting, gardening and food growing projects
 - 3.3.2 Thriving Communities – Supplier will provide strategic funding to charity based at Brent.
 - 3.3.3 A Healthier Brent - Supplier under the social value will be carrying out mental health webinars to promote support and raise awareness.
 - 3.3.4 Climate & Ecological Emergency Strategy – The offer by supplier of promoting sustainable travel options by providing their tech team to undertake visits to Council using hierarchy of journey type:
 - Walk
 - Cycle
 - Tube

- Train
- Electric Vehicle

It will contribute to the Council achieving its climate emergency targets.

The Tender Process

- 3.4 The Contract will be called off the Lot 1 of the Crown Commercial Technology Products and Associated Services 2 Framework Agreement RM6098 (the “Framework”), using the form of award and standard call off terms and conditions prescribed under the Framework. The Framework was established by Crown Commercial Services (“CCS”).
- 3.5 A further competition exercise was carried out using the Framework in accordance with its rules.
- 3.6 In accordance with the requirements of the Framework, the Invitation to Tender stated that the selection of Suppliers to be awarded the contract would be made on the basis of the most economically advantageous tender, and that in evaluating tenders, the Council would have regard to the following:
- Price (50%)
 - Quality (50%) Including 10% social value

Evaluation process

- 3.7 The tender evaluation was carried out by a panel of officers from Shared Technology Services.
- 3.8 All tenders had to be submitted electronically no later than 1p.m. on 12 July 2024. Eight tenders were submitted. Each member of the evaluation panel read the tenders and met on 24 July 2024 and each submission was marked by the panel against the award criteria.
- 3.9 The names of the contractors are contained in Appendix 1. The scores received by the contractors are included in Appendix 2. It will be noted that CDW Limited was the highest scoring contractor, and it is therefore recommended that the contract is awarded to CDW Limited.
- 3.10 The contract will commence on 14 August 2024. As the proposed contract represents a call-off under a framework agreement, a mandatory standstill period is not required.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 The relevant stakeholders at Brent and LGA have been consulted in relation to this procurement.

5.0 Financial Considerations

- 5.1 Paragraph 13 of Part 3 of the Council's Constitution states that the Cabinet Member for Finance and Resources having consulted with the Leader has delegated authority to approve the award of contracts for services valued over £2 million but less than £5 million. The estimated total value of the contract is £3,201,591.60
- 5.2 The cost of the contract will be funded from the London Borough of Brent and LGA ICT capital budgets.
- 5.3 The estimated contract costs are broken down in the table below.

	Brent	LGA
Year 1	£798,098.40	£162,379.08
Year 2	£532,065.60	£108,252.72
Year 3	£532,065.60	£108,252.72
Year 4	£399,049.20	£81,189.54
Year 5	£399,049.20	£81,189.54
Total	£2,660,328.00	£541,263.60
Grand Total	£3,201,591.60	

6.0 Legal Considerations

- 6.1 The value of the Contract over its lifetime is in excess of the Public Contracts Regulations 2015 (the "PCR 2015") threshold for services/supplies and the award of the Contract is therefore governed by the PCR 2015.
- 6.2 Officers recommend the use of a framework to procure the Provision of Laptops for the Shared Technology Services' boroughs. The PCR 2015 allow the use of framework agreements and prescribe rules and controls for their procurement. Contracts may then be called off under such framework agreements without the need for them to be separately advertised and procured through a full procurement process. Call offs under the framework agreement need to be carried out in accordance with the framework rules, to include using evaluation criteria specified in the framework agreement and utilising the terms and conditions set out in the framework agreement.

- 6.3 The Council's Contract Standing Orders state that no formal tendering procedures apply where contracts are called off under a framework agreement established by another contracting authority, where call off under the framework agreement is approved by the relevant Cabinet Member and provided that the Corporate Director, Law and Governance has advised that participation in the framework is legally permissible. The Corporate Director, Law and Governance has confirmed that participation in the Framework is legally permissible.
- 6.4 The award of the Contract is subject to the Council's own Standing Orders in respect of High Value Contracts. Subject to consultation with the Leader, the Cabinet Member for Finance and Resources has delegated power to award High Value Contracts in accordance with paragraph 13 of Part 3 of the Council's Constitution.
- 6.5 As the procurement of Provision of Laptops, Associated Products and Services is from a framework, there is no requirement for the Council to observe a 10 day standstill period under the PCR 2015.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

- 7.1 The Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it,

pursuant to s149 Equality Act 2010. This is known as the Public Sector Equality Duty.

- 7.2 The public sector equality duty, as set out in section 149 of the Equality Act 2010, requires the Council, when exercising its functions, to have "due regard" to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a "protected characteristic" and those who do not share that protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 7.3 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising

disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

- 7.4 The proposals in this report have been subject to screening and officers believe that there are no adverse equality implications

8.0 Climate Change and Environmental Considerations

- 8.1 Given the nature of the contract and the fact it is for the benefit of Brent and LGA, it is not considered that the recommendation to award has any direct impact on Brent's environmental objectives and climate change strategy.

9.0 Human Resources/Property Considerations (if appropriate)

- 9.1 Given the nature of the contract and the fact it is for the benefit of Brent and LGA, it is not considered that the recommendation to award has any direct human resources or property considerations.

10.0 Communication Considerations

- 10.1 Given the nature of the contract and the fact it is for the benefit of Brent and LGA it is not considered that the recommendation to award has any communication considerations for Brent.

Report sign off:

MINESH PATEL

Corporate Director, Finance and Resources