

	Officer Key Decision
	Report to the Corporate Director, Finance and Resources
AUTHORITY TO AWARD CONTRACT FOR PROVISION OF LAPTOPS, ASSOCIATED PRODUCTS AND SERVICES FOR THE LONDON BOROUGH OF LEWISHAM USING A FRAMEWORK AGREEMENT IN ACCORDANCE WITH PARAGRAPH 13 OF PART 3 OF THE CONSTITUTION	

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 – Appendices 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)”
No. of Appendices:	Appendix 1 – List of Bidders (exempt) Appendix 2 – Evaluation Grid
Background Papers¹:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Name: Mike Ligorio Job Title: Commercial Contract & Procurement Manager Email: mike.ligorio@brent.gov.uk

1.0 Executive Summary

- 1.1 This report concerns the procurement of laptops, associated products and services for the London Borough of Lewisham. This report requests authority to award contracts as required by Contract Standing Order 88. This report summarises the process undertaken in procuring a contract and, following the completion of the evaluation of the bids, recommends to whom the contract should be awarded.

2.0 Recommendation(s)

That the Corporate Director, Finance and Resources, having consulted with the Leader and in accordance with paragraph 13 of Part 3 of the Constitution:

- 2.1 Approve the award of the contract for the provision of laptops, associated products and services under Option 2 for the London Borough of Lewisham to XMA Limited Ltd in the sum of £1,636,265.00. Option 2 provides laptops with a 12-month manufacturer warranty plus a 3-year extended warranty and accidental damage cover, along with a full Windows 11 upgrade and rollout support, including deployment service for all users.

3.0 Detail

Contribution to Borough Plan Priorities & Strategic Context

- 3.1 The provision of laptops, associated products and services for the London Borough of Lewisham directly supports the Council's Digital Strategy, which is a key enabler of the Borough Plan's priorities. By ensuring the Council has access to robust, secure, and responsive digital infrastructure, the support renewal underpins efforts to become a more agile, digitally empowered organisation. This in turn helps improve service delivery, enhances customer experience, and enables more efficient and effective ways of working across departments. These outcomes align with strategic aims such as building a more responsive and inclusive council, supporting thriving communities, and delivering better services through innovation and technology.

<https://www.brent.gov.uk/the-council-and-democracy/strategies-priorities-and-policies>

Background

- 3.2 Demand for laptops at the London Borough of Lewisham has increased over the last 24 months which is attributed to several factors including: service growth (new staff), digital inclusion for staff who had never had a laptop, support for work placement programmes, and the replacement of out-of-warranty laptops. To minimise the need to purchase new laptops, Lewisham Council reallocated devices whenever possible, which was achieved by redeploying equipment collected through the 'Movers and Leavers' process. However, the stock is ageing and the number of staff requiring laptops is growing. As a result, there is an increased pressure to order new devices.
- 3.2.2 The council requires the provision of Provision of Laptops, Associated Products and Services for the London Borough of Lewisham. Council officers have undertaken a procurement exercise through Further Competition under the HealthTrust Europe's ICT Solutions 3 Framework, and identified a contractor providing the most advantageous tender in accordance with relevant evaluation criteria. They therefore recommend award of a contract for Provision of Laptops, Associated Products and Services for the London Borough of Lewisham (the "Contract").

The Procurement Process

- 3.3 The Contract will be called off from the HealthTrust Europe's ICT Solutions 3 Framework (the "Framework"), using the form of award and standard call off terms and conditions prescribed under the Framework.
- 3.4 A further competition exercise was carried out using the Framework in accordance with its rules.

- 3.5 In compliance with the Framework further competition guidance, the evaluation of tenders was on the basis of the evaluation criteria detailed in Appendix 2.

Evaluation process

- 3.6 The tender evaluation was carried out by a panel of officers from Shared Technology Services and Lewisham Council.
- 3.7 Tenders were opened on 18th July 2025 and five valid tenders were received. All tenders had to be submitted electronically no later than 12:00pm, 18th July 2025. Each member of the evaluation panel read the tenders and carried out an initial evaluation of how well they considered each of the award criteria was addressed in the tender.
- 3.8 The panel met on 25th July 2025 and each submission was marked by the whole panel against the award criteria.
- 3.9 The names of the tenderers are contained in Appendix 1. The scores received by the tenderers are included in Appendix 2. It will be noted that Contractor E was the highest scoring tenderer. Officers therefore recommend the award of the contract to Contractor E, namely XMA Limited.
- 3.10 The contract will commence on 1st October 2025.

4.0 Stakeholder and ward member consultation and engagement

- 4.1 Stakeholders in Shared Technology Services and the London Boroughs of Lewisham have been consulted in relation to the procurement.

5.0 Financial Considerations

- 5.1 Part 3 of the Council's Constitution states that the Corporate Director, Finance & Resources has delegated authority to approve the award of contracts for Goods / Services valued at less than £2 million. The estimated value of the Contract is £1,636,265.00
- 5.2 The cost of the Contract will be funded from London Borough of Lewisham.

6.0 Legal Considerations

- 6.1 Officers recommend the use of the Framework to procure the Goods and Services. This Framework was procured prior to 24 February 2025 in accordance with the Public Contracts Regulations 2015 ("PCR 2015"). As a result, the PCR 2015 will govern a call off under the Framework.
- 6.2 The estimated value of the Contract over its lifetime is in excess of the PCR 2015 threshold for Goods and Services the award of the Contract is therefore governed by the PCR 2015.

- 6.3 Officers recommend the use of a framework to procure the Contract. 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.
- 6.4 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 Corporate Director or Director and provided that the Director, Law has advised that participation in the framework is legally permissible. The Director, Law has confirmed that participation in the Framework is legally permissible.
- 6.5 The award of the Contract is subject to the Council's own Standing Orders in respect of Medium Value Contracts. The Corporate Director has delegated power to award Medium Value Contracts in accordance with paragraph 9.5 and paragraph 9.7 of Part 3 of the Constitution.
- 6.6 The decision to award the contract will be subject to call-in as provided for in the Council's Constitution. As the procurement of the Contract is from a framework, there is no requirement for the Council to observe a 10 day standstill period under the PCR 2015 although Officers intend to observe a voluntary 10 day standstill period. Subject to no challenge preventing award, Officers will seek to implement the decision to award.

7.0 Equity, Diversity & Inclusion (EDI) Considerations

- 7.1 Pursuant to s149 Equality Act 2010 (the "Public Sector Equality Duty"), the Council must, in the exercise of its functions, have due regard to the need to:
- (a) eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act
 - (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,
- 7.2 The Public Sector Equality Duty covers the following nine protected characteristics: age, disability, marriage and civil partnership, gender reassignment, 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 There is no prescribed manner in which the council must exercise its public sector equality duty but having an adequate evidence base for its decision is necessary.

8.0 Climate Change and Environmental Considerations

8.1 The Contract will support the Council's sustainability goals by prioritising digital communication, reducing energy consumption to cut carbon emissions. Energy-efficient infrastructure, paperless operations, and sustainable procurement will help align services with Brent's commitments.

9.0 Human Resources/Property Considerations (if appropriate)

9.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from retendering the Contract

10.0 Communication Considerations

10.1 Consistent and proactive engagement has been undertaken with both internal and external stakeholders to ensure effective communication, address key concerns, and facilitate a smooth progression of activities in the provision of laptops, associated products and services for the London Borough of Lewisham.

Report sign off:

MINESH PATEL

Corporate Director, Finance and Resources