Report to	Cabinet	**Item**
	09 October 2019	
Report of	Director of strategy, communications and culture	**8**
Subject	The award of contract for purchase of IT Services Infrastructure (storage and back up)	

KEY DECISION

Purpose

To seek approval to delegate authority to award a contract for the purchase of IT Services Infrastructure (storage and back up).

Recommendation

To delegate approval to the director of strategy, communications and culture in consultation with the cabinet member for resources to award the contract for IT Services Infrastructure (storage and back up).

Corporate and service priorities

The report helps to meet the corporate priority a healthy organisation.

Financial implications

The capital programme 2019/20 has incorporated £400k for the procurement of an IT solution for storage and back up which includes data centre infrastructure design and build.

Ward/s: All Wards

Cabinet member: Councillor Kendrick - Resources

Contact officers

Nikki Rotsos, director of strategy, communications and culture	01603 212211
Jane Allen, service improvement manager	01603 212497

Background documents

None

Report

Background

1. The IT equipment currently used by Norwich City Council, in its datacentre, is coming to the end of life and needs replacing.

2. The equipment includes servers, storage systems and backup solutions which are essential to support the applications and systems that are used by customers, employees and councillors.

3. The specification developed by IT Services is for a design and build IT solution to refresh the data centre infrastructure and store the council's data in an efficient and cost-effective manner, supporting a potential move to applications in the cloud.

4. Key requirements include speedy recovery of data, scalable data storage, and a flexibility to grow and contract to support the changing environment.

5. The new equipment will ensure that the council's systems do not fail as a result of old technology.

6. The new equipment will use less power consumption while introducing new technologies such as faster access speeds improving system performance.

7. Some of the old equipment will be kept as spares with the remainder to be, securely and environmentally, disposed using an approved organisation.

8. The lifecycle of IT equipment is approximately 5 years. Without the refresh, there will be an increased risk of failures due to the age of the equipment and the resulting lack of availability of the applications to customers, employees and councillors.

Procurement process

9. It is proposed to utilise an established procurement framework created by Crown Commercial Services. This is a specialist framework for IT solutions. The suppliers have been pre-assessed by the framework providers.

10. The council will assess all the services available on the framework and select the supplier that best meets the council's budget and requirements. Evaluation will consider both quality and price to determine the most economically advantageous return.

11. This approach will ensure the opportunity is competitive, will promote value for money, and is fully compliant to the council's contract procedures and the Public Contract Regulations 2015.

12. The contract is required to be awarded in October 2019 to meet key deadline for service delivery in November 2019.

13. The current timetable of cabinet meetings and the procurement timetable doesn't allow a report to cabinet identifying the winning supplier. The decision to award will be published as a key decision and therefore members will have the opportunity to review the decision in the usual way.

Integrated impact assessment

Report author to complete

Committee:	Cabinet
Committee date:	09 October 2019
Director / Head of service	Nikki Rotsos, director of policy, communications and culture
Report subject:	The award of contract for purchase of IT Services Infrastructure (storage and back up)
Date assessed:	26 September 2019

	Impact			
Economic (please add an 'x' as appropriate)	**Neutral**	**Positive**	**Negative**	**Comments**
Finance (value for money)	☒	☐	☐	Funding should be covered via existing ICT development budgets
Other departments and services e.g. office facilities, customer contact	☐	☒	☐	New equipment limits risk of failure of IT
ICT services	☐	☒	☐	Efficient use of resources in IT if not having to deal with IT equipment failure
Economic development	☒	☐	☐	
Financial inclusion	☒	☐	☐	
Social (please add an 'x' as appropriate)	**Neutral**	**Positive**	**Negative**	**Comments**
Safeguarding children and adults	☒	☐	☐	
S17 crime and disorder act 1998	☒	☐	☐	
Human Rights Act 1998	☒	☐	☐	
Health and well being	☒	☐	☐	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	**Neutral**	**Positive**	**Negative**	**Comments**
Relations between groups (cohesion)	☒	☐	☐	
Eliminating discrimination & harassment	☒	☐	☐	
Advancing equality of opportunity	☒	☐	☐	
Environmental (please add an 'x' as appropriate)	**Neutral**	**Positive**	**Negative**	**Comments**
Transportation	☒	☐	☐	
Natural and built environment	☒	☐	☐	
Waste minimisation & resource use	☒	☐	☐	
Pollution	☒	☐	☐	
Sustainable procurement	☐	☒	☐	
Energy and climate change	☐	☒	☐	New IT equipment will be more energy efficient than current
(Please add an 'x' as appropriate)	**Neutral**	**Positive**	**Negative**	**Comments**
Risk management	☐	☒	☐	Minimises risk of old IT equipment failing

Recommendations from impact assessment
Positive
Risks if IT failure mitigated, lowers risk of impact to customers, officers and councillors. Integrity of data maintained.
Negative
Neutral
Issues