

**Report to** Cabinet  
10 July 2013  
**Report of** Executive head of business relationship management  
**Subject** ICT – Desktop refresh

**Item**

**8**

## **KEY DECISION**

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### **Purpose**

To seek approval to delegate authority to award a contract for the provision of ICT desktop hardware and software.

### **Recommendation**

To delegate to the Executive head of business relationship management, in consultation with the deputy leader and resources portfolio holder, authority to award a contract for the provision of desktop hardware and software.

### **Corporate and service priorities**

The report helps to meet the corporate priority “Value for money services” and the service plan priority “Delivery of the ICT programme is on target”.

### **Financial implications**

Estimated £500k from existing IT investment fund.

**Ward/s:** All wards

**Cabinet member:** Councillor Waters – Deputy leader and resources

### **Contact officers**

Anton Bull

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### **Background documents**

None

# Report

## Background

1. The last refresh of ICT desktop hardware was in 2007. At that time some desktop computers and peripheral equipment (monitor, keyboard, mouse etc) were replaced and some were upgraded. The current equipment now needs replacement to ensure that users continue to be able to access systems securely and on equipment that works reliably.
2. In November 2012 and February 2013 Council made provision in the non housing capital programme for ICT refresh projects (£0.8m and £0.4m respectively).

## Procurement route

3. There are a number of options for procuring the desktop hardware and software required but utilising existing consortium arrangements are likely to be the most cost effective. The Government Procurement Service (GPS) run an “e-auction” programme and the requirement can be fulfilled through these arrangements.
4. Our requirements will be bundled together along with other public sector requirements to form a greater quantity for the e-auction. Each organisation will have its own specification to meet its own requirements but by linking together with other organisations there is the prospect of better prices being obtained.
5. The e-auction is run using pre-approved suppliers who have been through the GPS pre-qualification process to ensure that they meet the minimum criteria for financial standing, previous experience, capacity to supply as well as social and environmental criteria such as environmental management.
6. The e-auction will take place and suppliers will be able to submit bids and react to bids placed by other suppliers in real time.
7. This route allows suppliers to choose their final price rather than to submit a single price through a traditional tender process.

## Authority to award

8. The e-auction is due to take place on 15 July 2013.
9. The current estimate is that the council will need to replace around 750 desktops. The e-auction contains some flexibility and the council can vary this number at the point of award of the contract.
10. Once the e-auction is concluded the council will need to place an order shortly afterwards. Approval is therefore sought to delegate this authority so that the necessary order can be placed once the e-auction has concluded.

## Integrated impact assessment



**NORWICH**  
City Council

The IIA should assess **the impact of the recommendation** being made by the report

Detailed guidance to help with completing the assessment can be found [here](#). Delete this row after completion

### Report author to complete

Committee:	Cabinet
Committee date:	12 July 2013
Head of service:	Anton Bull
Report subject:	ICT - Desktop refresh
Date assessed:	24 June 2013
Description:	ICT - Desktop refresh

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The use of the Government Procurement Service e-auction should drive down the cost for this requirement.
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Updated desktop equipment will improve performance particularly compatibility with other organisations sending documents in more recent formats.
ICT services	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Refreshed desktop hardware offers the opportunity for greater consistency both for users and LGSS supporting the desktops.
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Up to date desktop hardware and software contributes to managing risks associated with protection of systems and data.

Recommendations from impact assessment	
Positive	
Up to date desktops will require users to be trained and the rollout project managed to ensure minimal disruption to users.	
Negative	
Neutral	
Issues	