


NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD
(PUBLISHED)

1. DECISION TAKEN

**APPROVAL TO AWARD A CONTRACT FOR THE PROVISION OF
MOBILE PHONES (HARDWARE) via YPO Framework RM3733 TECHNOLOGY
PRODUCTS 2 - Lot 1**

EXECUTIVE	Y	NON-EXECUTIVE		(Please tick either)
IS THIS A 'KEY DECISION' ? (see definition overleaf)				No
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?				No
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)				N/A

2. OFFICER DECISION TAKER	NAME BECKY MCINTYRE POSITION/POST DIRECTOR OF GOVERNANCE AND PARTNERSHIPS  SIGNATURE DATE ...2 December 2019.....
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3. REASONS FOR THE DECISION (Please ref to any report/minute/background documents attached)	Report attached
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4. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	Report attached
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TO BE COMPLETED BELOW - ONLY WHEN A DELEGATED OFFICER DECISION REQUIRES PRIOR CONSULTATION WITH A MEMBER (LEADER OF THE COUNCIL, CABINET MEMBER/CHAIRMAN OF A COMMITTEE) IN ACCORDANCE WITH THE 'SCHEME OF DELEGATIONS TO OFFICERS' OR DECISION/MINUTE OF COUNCIL/COMMITTEE OR DECISION/MINUTE OF CABINET/CABINET MEMBER.

5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER	COUNCILLOR POSITION SIGNATURE DATE
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<p>6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN</p>	
<p>7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)</p>	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.

WHEN COMPLETE, PLEASE SEND TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE FOR PUBLISHING.

(The definitions of a key decision are when an executive decision is likely -

(i) to result in the Council incurring expenditure or the making of savings (including the receipt or loss of income) over £350,000 in any one financial year; or

(ii) to be significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority).

NORTH LINCOLNSHIRE COUNCIL

**DIRECTOR OF GOVERNANCE AND
PARTNERSHIPS**

**AWARD OF CONTRACT FOR THE PROVISION OF
Mobile Phones (Hardware) via YPO Framework RM3733 TECHNOLOGY
PRODUCTS 2 - Lot 1**

1. OBJECT AND KEY POINTS IN THIS REPORT

1.1 This report sets out a summary of the findings from the recent procurement exercise for the Provision of Mobile Phones (Hardware) and recommends an award of contract.

1.2 The key points in this report are:

- A compliant EU competitive procurement exercise was undertaken by way of a further competition within a National Framework.
- The award criteria used was most economically advantageous tender with a ratio of 80% price and 20% quality applied.
- The proposed contract commencement date is 13 January 2020. The duration of the contract will be 12 months, with an option to extend subject to satisfactory performance and budget allocation for a further 2 x 12 months.
- To seek Director of Governance and Partnerships approval to award the contract to the preferred bidder.

2. BACKGROUND INFORMATION

2.1 The current contract was procured through an open procurement and ended in October 2019, an exception to extend was approved until January 2020 to allow sufficient time for a procurement exercise.

- 2.2 A procurement exercise has been undertaken to deliver a new contract in line with procedure rules. As outlined in our procurement strategy for the purchase of commodities, we utilised a further competition under a National Framework.
- 2.3 Approval was sought and gained from the Director of Governance and Partnerships for the further competition to be run under the YPO Technology products 2 RM3733 - Lot 1 Framework.

3. OPTIONS FOR CONSIDERATION

3.1 **Option One – To award the contract to the preferred provider.**

- 3.1.1 This contract would meet the needs of mobile handset provision and ensure continuity of technical support and maintenance for the set-up of devices.
- 3.1.2 This option meets the requirement of being the most economically advantageous bid.

3.2 **Option Two - Not to award the contract to the preferred provider.**

- 3.2.1 This option would put the council in breach of EU Regulations and the council would incur further additional costs for the re-procurement of this service.
- 3.2.2 This option could place the council at risk of challenge from the providers who tendered for this service.

4. ANALYSIS OF OPTIONS

- 4.1 The further competition was published via an assisted ePortal route operated by YPO, published on 28 October 2019 and closed at noon 13 November 2019.
- 4.2 Two responses were received. The responses were checked for completeness and clarified where necessary.
- 4.3 Each response was considered and evaluated using Most economically advantageous tender (MEAT).
- 4.4 The tenders were evaluated based on a price / quality criteria of 80% (price) / 20% (quality)
- 4.5 **Price evaluation.** The lowest price submitted was assigned the full 80% and the remaining tender was calculated as a percentage of this.

- 4.6 **Quality evaluation.** The evaluation panel consisted of a mix of North and North East Lincolnshire Council professionals.
- 4.7 The evaluation panel evaluated the responses from both tenderers to the 3 method statements.
- 4.8 The tender achieving the highest quality score was assigned the full 20% and the other tender were calculated as a percentage of this
- 4.9 Following the completion of the evaluation the scores for both price and quality were combined and the preferred bidder identified was Total Computer Networks Limited with an overall score of 100%

5. FINANCIAL AND OTHER RESOURCE IMPLICATIONS (e.g. LEGAL, HR, PROPERTY, IT, COMMUNICATIONS etc.)

5.1 Financial

- 5.1.1 The combined cost of this new contract is £200,250 over the potential 3 year contract term resulting in a potential saving of £46,560 compared to the current contract spend.

5.2 Set up and Monitoring

- 5.2.1 The designated lead from the service area will work closely with the preferred bidder to ensure the new contract is mobilised by the contract start date. To ensure a seamless transfer, transition meetings will be arranged between the relevant council department and the new provider to ensure continuity in the provision.

6. OTHER RELEVANT IMPLICATIONS (e.g. CRIME AND DISORDER, EQUALITIES, COUNCIL PLAN, ENVIRONMENTAL, RISK etc.)

6.1 – N/A

7. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT (IF APPLICABLE)

7.1 – N/A

8. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

- 8.1 No conflicts of interest were declared during the procurement process.

9. RECOMMENDATIONS

- 9.1 It is recommended that the Director for Governance and Partnerships approves the contract be awarded to Total Computer Networks Limited.

DIRECTOR OF GOVERNANCE AND PARTNERSHIPS

North Lincolnshire Council
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Scunthorpe
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Author: Andrea Sfakianakis (Strategic Category Lead)
Date: 22 November 2019

Background Papers used in the preparation of this report

Procurement documents

Approved by Service Manager:	Y
Date:	2 nd December 2019