

**NORTH LINCOLNSHIRE COUNCIL  
OFFICER DECISION NOTICE AND RECORD  
(PUBLISHED)**

**1. DECISION TAKEN**

Award of tender for Microsoft Enterprise Agreement to Comparex UK Ltd following an EU compliant procurement exercise.

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EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)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

**2. OFFICER DECISION  
TAKER**

**NAME** **Becky McIntyre**

**POSITION/POST** **Director Governance & Partnerships**

*BMcIntyre*

**SIGNATURE**

**DATE** **20 October 2021**

**3. REASONS FOR  
THE DECISION  
(Please ref to any  
report/minute/background  
documents attached)**

A compliant EU competitive procurement exercise was undertaken by running a competition under the Crown Commercial Service Technology Products 2 (RM3733) Framework – Lot 2: Software.

Five responses were received. They were checked for completeness and clarified where necessary. The bids were evaluated and met the required criteria on cost and quality.

The tender offered value for money pricing.

**4. ALTERNATIVE  
OPTIONS CONSIDERED  
AND REJECTED (BY  
DECISION TAKER(S))**

Through a tender process, the supplier was determined based on cost and quality. There is a legal requirement to licence Microsoft software, so not awarding is not an option.

Microsoft alternatives were considered, although the cost of change is high, performance is not yet proven, compatibility with key council applications are prohibitive and the risk is unquantifiable.

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.

<p>5. DECISION REQUIRED TO BE TAKEN IN CONSULTATION WITH RELEVANT MEMBER</p>	<p>COUNCILLOR .....</p> <p>POSITION .....</p> <p>SIGNATURE .....</p> <p>DATE .....</p>
<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 GOVERNANCE AND PARTNERSHIPS

#### **NFC126 EA21 Hardware Aggregation for the provision of Laptops Monitors & Tablets under CCS Technology Products and Associated Services Commercial Agreement (RM6068) Lot 2**

#### **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 PCs, Laptops, Monitors & Tablets
- 1.2 The key points in this report are:
- A compliant competitive procurement exercise was undertaken by Crown Commercial Services (CCS) with a Call Off competition under their Technology Products and Associated Services Commercial Agreement (RM6068) Lot 2 Hardware & Associated Services. An aggregated eAuction was completed under Lot 2 which North Lincolnshire Council submitted requirements for Lots 2, 3, 7, 1(b) & 8 (a)
  - The award criteria used was most economically advantageous tender with a ratio of 70% price and 30% quality applied.
  - The award stage consists of a Qualification, Technical and Commercial evaluation.
  - The contract commencement date is 1 December 2021. The duration of the contract will be 24 months, with an option to extend subject to satisfactory performance and budget allocation for a further 24 months.
  - To seek Director of Governance and Partnerships approval to award the contract to the preferred bidders.

#### **2. BACKGROUND INFORMATION**

- 2.1 The Authority were contracted under the previous aggregation arrangement, EA16 awarded under the RM1054 Crown Commercial Services framework agreement for 2 years plus 1, plus 1 year from 1/6/2016 until 31/5/2020, this was subsequently extended due to Covid under PPN01/20 until 31/5/2021 to enable the arrangement of EA21. A subsequent further delay in the

procurement resulted in an extension until October 2021 which was agreed by Exception.

- 2.2 A representative from North Lincolnshire Council ICT Services participated in the development of a specification (statement of requirements) and procurement arrangement for an aggregated procurement along with 27 other Local Authorities known as the EA21 Board. A statement of requirements was agreed on 8th July 2021.
- 2.3 The authority submitted forecast requirements for Lots 1(b), Lot 8(a), Lot 2, Lot 3 and Lot 7.
- 2.3 An aggregated further competition was run by CCS on behalf of the authority and 27 other contract authorities, under the CCS Technology Products and Associated Services (RM6068) Framework, Lot 2: Hardware & Associated Services known as NFC126 EA21 Hardware Aggregation.

The timetable for this procurement was as follows:

<b>Date</b>	<b>Activity</b>
Monday 12 July 2021	Launch of Procurement via e-Sourcing Suite
Monday 12 July 2021	Clarification period starts
Friday 30 July 2021 at 17:00	Clarification period closes (" <b>Bid Clarification Deadline</b> ")
Tuesday 3 August 2021 at 17:00	Deadline for the publication of responses to Clarification questions
Thursday 5 August 2021 at 17:00	Deadline for submission of Bid (" <b>Bid Submission Deadline</b> ")
Wednesday 11 August 2021 to Wednesday 18 August 2021	Quality Evaluation Process
Wednesday 25 August 2021	eAuction (Price Evaluation)
Friday 27 August 2021	Proposed Award Date of Contract
Friday 10 December 2021	All Call Off Contracts to be executed (signed) on or before this date.

### **3. OPTIONS FOR CONSIDERATION**

#### **3.1 Option One – To award the contract to the preferred providers**

- 3.1.1 These contracts would meet the needs of North Lincolnshire Council and ICT services.
- 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 providers

3.2.1 This option would put the council in breach of The Public Contract Regulations 2015 as an Exception to the CPRs to extend the already expired contract would be required as there is no time to conduct a new procurement.

## 4. ANALYSIS OF OPTIONS

4.1 Stage 1 Quality evaluation – Technical Bids was completed on 11 to 18 August 2021 with CCS acting as the ‘Agent’ in undertaking a procurement event for the Contracting Authorities to source Suppliers to fulfil the requirement.

4.2 In total, 37 Potential Bidders were invited to participate in this procurement event. In total, 31 Potential Bidders did not submit a bid of which the consensus was this was due to inability to provide the required items. 6 providers submitted a bid as follows:

	Potential Bidder Name
1.	Centreprise International Limited
2.	Computacenter (UK) Limited
3.	Desktop Publishing Microsystems Ltd
4.	Specialist Computer Centres
5.	Stone Technologies Ltd
6.	XMA Limited

4.3 1 tenderer was unsuccessful and was eliminated from the process at this stage.

4.4 The CCS Aggregation Lead, on behalf of the Contracting Authorities, signed a report to agree to the invitations to eAuction being issued.

### 4.5 Stage One – Technical Bids

4.5.1 The technical scores were weighted in order to determine rank when entering into the next stage, the eAuction. There were 5 tenderers who successfully completed Stage One and progressed to Stage Two to participate in the pricing element.

### 4.6 Stage Two – eAuction – Price

4.6.1 The eAuction element was held on 25 August 2021 and conducted by the CCS eAuction team. It was extended to the 26 August and subsequently 27 August 2021. The following suppliers were invited to progress to Stage 2 eAuction element of the procurement.

Bidder Name	Lots bidding for
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Centerprise International Limited	2, 3
Computacenter (UK) Limited	All
Specialist Computer Centres	1, 2, 3, 6, 7, 8, 9
Stone Technologies Ltd	1, 2, 3, 6, 8
XMA Limited	1, 2, 3, 5, 6, 7, 8, 9

4.6.2 The Bidder whose total bid is the lowest at the end of eAuction, for each Lot and is ranked 1st, i.e. the lowest ranking Bidder at the end of the eAuction was to be awarded the Call Off Contracts (subject to due diligence). The award of the resultant contract will be on the basis of the 'Most Economically Advantageous Tender' (MEAT).

## 5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

### 5.1 Financial

5.1.1 The combined cost of these new services is £673,037 over 2 years.

5.1.2 This figure may reduce depending on the number of devices purchased over 2 years.

### 5.2 Set up and Monitoring

5.2.1 No additional resources will be required for set-up of the contract.

5.2.2 Quarterly account manager meetings to take place to ensure that the device remain fit for purpose as technology changes and that stock is available within agreed timescales.

## 6. OUTCOMES OF INTEGRATED IMPACT ASSESSMENT

6.1 Integrated Impact Assessment carried out and no negative impacts identified.

## 7. OUTCOMES OF CONSULTATION AND CONFLICTS OF INTERESTS DECLARED

7.1 To ensure that the skills, background and experience of the evaluation team were appropriate for this procurement, each evaluator completed an evaluator declaration form. CCS found no conflicts of interest were declared.

## 8. RECOMMENDATIONS

8.1 Following an open and fair procurement competition, it is recommended that the award is made to the Suppliers, as follows, for the provision of these requirements on behalf of North Lincolnshire Council:

<b>Provider: Computacenter (UK) Limited Lots Awarded</b>	<b>Total Estimated Contract Value</b>
2	£43,569.00
3	£202,716.00
7	£361,565.00
<b>Provider: Specialist Computer Centres Lots Awarded</b>	<b>Total Estimated Contract Value</b>
1 (b)	£19,672.00
8 (a)	£45,515.00

**DIRECTOR OF GOVERNANCE AND PARTNERSHIPS**

North Lincolnshire Council  
Church Square House  
30-40 High Street  
Scunthorpe  
North Lincolnshire  
DN15 6NL

Author: Mark Grimbleby  
Date: 18/10/21

**Background Papers used in the preparation of this report**

- Appendix I Integrated Impact Assessment

<b>Approved by Director of Governance and Partnership</b>	
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