

Executive Decision Making by an Officer with Delegated Powers

Decision to be taken by: Mandy Quayle, Director of People and Digital Services

Pursuant to an Authorisation from: Cllr Stowe, Deputy Leader and Cabinet Member for Finance and Change on 15 October 2021

Report title: Purchase of Dell Monitors Call off Number 3

The decision	<p>Having consulted with the Cabinet Member for Finance and Change and following an Officer Decision dated 23rd May 2022 (Replacement Contracts for the supply of ICT user devices) to award a Call-Off Contract to Dell Corporation Ltd under which the council may order hardware technology (laptops/desktops/tablets etc) as described more particularly in the Background/Context section of this report:</p> <p><u>DECISION</u></p> <p>To order:</p> <p>300 Dell 24" P2422HE (USB-C HUB) Monitors</p> <p>under the terms of such Call-Off Contract.</p>
Background Documents	<p>Call off Number 2 Decision (05/10/22) Decision - Purchase of Dell Laptops, Workstations and Monitors Call off Number 2</p> <p>Call off Number 1 Decision (16/06/22) Decision - Purchase of Dell Laptops (gloucestershire.gov.uk)</p> <p>Officer Decision (23/05/2022): Replacement Contracts for the supply of ICT user devices</p> <p>Individual Cabinet Member Decision (15/10/2021) Replacement Contracts for the supply of ICT user devices and mobile telephony</p>
Reasons for the decision	<p>The council needs to refresh its ICT equipment on a four-yearly cycle to make sure that all council employees have equipment which is fit for purpose and under guarantee.</p> <p>The council buys these devices in batches so that the work can be done as a continual process and there is adequate storage space for equipment and distributed to employees.</p>

	<p>This is the third decision and requires another order to supply Dell 24" P2422HE (USB-C HUB) monitors.</p>
<p>Resource Implications</p>	<p>The funding to refresh ICT user devices has been agreed as part of the medium-term financial strategy. The funding is within the capital programme. The approved spend over 4-year period is (Y-0011-01013) £7.128m for hardware and (Y-0011-00029) £140k for mobile telephony.</p> <p>The total cost of the order for the supply of 300 Dell 24" (USB-C HUB) monitors is £57,435.</p> <p>This is funded from the capital budget Y-0011-01013. This is the third order to be made from this budget, the current value in the budget is £6.540m.</p> <p>Therefore, once this call-off has been approved, the remaining value in the budget will be £6.483m.</p>
<p>Who has been consulted?</p>	<p>Cllr Lynden Stowe, Deputy Leader and Cabinet Member for Finance and Change</p> <p>Internal support services:</p> <ul style="list-style-type: none"> ▪ Legal Services ▪ Strategic Procurement ▪ Finance
<p>What were their comments?</p> <p>Cllr Lynden Stowe, Deputy Leader and Cabinet Member for Finance and Change</p> <p>Agreed with the proposed recommendation.</p> <p>Strategic Procurement:</p> <p>Strategic Procurement are satisfied that this is order number three, called off from an existing and compliantly procured contract. Further orders will follow, and the overall contract value is being closely monitored.</p> <p>Legal Services:</p> <p>Noted that the content of the decision paper is in agreed format for council equipment orders under the council's arrangements with Dell and confirmed nothing further to add.</p> <p>Finance:</p> <p>Checked and amended current value of budget Y-0011-01013</p>	
<p>Background/Context</p> <p>The council has conducted a mini-competition process under Lot 1 and Lot 2 of the Digital Workplace Framework: Link3 (Hardware) – SBS10044 in respect of a Call-Off Contract from which the council may order hardware technology (laptops/desktops/tablets etc). This process</p>	

was completed on the 26th of May 2022 and the contract was awarded to Dell Corporation Ltd. The Call-Off Contract shall continue for an initial period of three (3) years and include an option to extend its term for a further period of 12 months on its third anniversary.

The council will call-off this contract on a regular basis as hardware is required keeping stocks to a manageable level and not to requiring excessive storage. In this way the refresh programme can be run as a continual cycle.

Alternative options considered and why they were rejected

An alternative would be for the council to maintain its current hardware some of which is now over 5 years old and out of warranty. Ultimately this would mean that as hardware breaks down employees would be unable to do their jobs efficiently and the cost of repairs and time lost without appropriate devices would be higher than maintaining a four-yearly refresh cycle.

Another alternative would be for the council to call-off the awarded contract for the total quantity of hardware required over the three-year period. This has been rejected as the council does not have adequate storage for this number of devices and the warranty on these devices would be running out whilst the products still sat in their boxes waiting to be built and distributed. This would also mean that the refresh process was not cyclic as the warranty for all devices would expire at the same time.

Risk Analysis

The risk of not refreshing devices is that they will not function adequately, and employees will be unable to carry out their daily work tasks effectively due to inadequate ICT equipment and time lost waiting for repairs or slow functionality.

Equalities considerations

Purchase of the equipment as set out in this report will have a positive impact on many employees with protected characteristics as it will encourage a more flexible/mobile approach to working.

Has an Equality Impact Assessment been completed? No


Has any conflict of interest been declared by any Cabinet Member consulted on the decision?

The council's Monitoring Officer should be consulted, in the first instance, if any conflict of interest is declared by a Cabinet Member.

If any conflict of interest declared, was a dispensation granted by the Audit and Governance Committee of the Council?

No

Date of dispensation:

<p>Does this decision report form or any supporting papers provided contain confidential or exempt information? <i>(Refer to Democratic Services Unit for advice if necessary)</i></p>	<p>No <i>If Yes, please provide details of document(s) that are confidential or exempt</i></p>
<p>Does this decision need to be published on the GCC website? <i>(Refer to guidance on “Executive Decisions taken by Officers”).</i></p>	<p>Yes</p>
<p>In coming to this decision I have given due and full regard to the requirements of the Public Sector Equality Duty contained in section 149 of the Equality Act 2010 (“the Act”) by reference to the law itself.</p> <p>Having fully considered all available information, I have decided to reject any alternative options and take the recommended decision(s), for the reasons set out in this report.</p>  <p>Mandy Quayle, Director of People and Digital Services</p>	
<p>Date 23.12.2022</p>	
<p>Contact details for further information: Officer: Mandy Quayle Telephone: 01452 324303 Email: mandy.quayle@gloucestershire.gov.uk</p>	