



Notice of Non-key Executive Decision

Subject Heading:	Laptop and Associated Hardware Procurement – Approval to Award
Cabinet Member:	Roger Ramsey
SLT Lead:	Jane West
Report Author and contact details:	John Friend 02033731897 John.Friend@onesource.co.uk
Policy context:	This initiative is an enabler for Smart Working which is a worksteam withirr the Places theme. The replacement of the legacy Windows 7 PC estate with a Windows 10 laptop centric estate is defined in the ICT Strategy.
Financial summary:	The funding for the procurement of laptops and associated hardware up to the value of £487,399. This funding is within the current ICT Services capital budget (FY 2019/20)
Relevant OSC:	Overview and Scrutiny
Is this decision exempt from being called-in?	This decision is exempt from call in, it is a non-key decision made by officer.

Non-key Executive Decision

The subject matter of this report deals with the following Council Objectives

Communities making Havering
Places making Havering
Opportunities making Havering
Connections making Havering

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

The Officer is requested to approve this decision to award a contract for the procurement of laptop equipment and associated hardware from the Crown Commercial Services Framework CCS National Aggregated call off (EA16) from RM1054 Lot 1 and the CCS Technology Products RM3733 Lot2 - for the monitors only up to the value of £487,399.

AUTHORITY UNDER WHICH DECISION IS MADE

Part 3 [Responsibility for Functions], section 3.4 Powers of Second Tier Managers – Contracts Powers (a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

STATEMENT OF THE REASONS FOR THE DECISION

The Council's existing Windows 7 desktop estate is at the end of its service life, with many of the PCs units being in service for the last 7 to 10 years. From January 2020 security support software patches for the Window 7 desktop operating system will cease with the termination of extended support for the product by Microsoft. If this product is still in use it will expose the Council to significant cyber security threats as well as the potential loss of key security accreditations e.g. PSN, PCI DSS, unless software assurance security support cover is purchased from Microsoft. Due to the age of the PCs hardware many of the units do not meet the specification requirement to support new applications such as Office 2016/19 suite and the move to Cloud based application such Office 365.

Due to these two issues there is immediate pressure to replace the legacy Windows 7 desktop hardware with new Windows 10 based hardware and this to be mobile based technology (laptop & hybrid laptop/tablet devices) as defined in the ICT Strategy. The target to achieve the completion of this migration is December 2019. This will avoid the need to purchase the software assurance security support cover and provide an end user device estate which is suitable to support the deployment of Office 2016/19 suite and Office 365.

A key objective for the Smart Working Programme is the move from a "fixed desktop" to a "mobile desktop" estate. The deployment of laptops is the key technology enabler for this programme. This programme will be seeking approval from Cabinet which includes the full funding and approval to spend for the complete replacement of the Council's Windows 7 PC. The submission of the cabinet report has slipped to September 2019. The consequence of this is the delay in the approval to procure the laptop hardware, which directly impacts on the ability to deploy the new hardware to achieve the December 2019 deadline. Therefore there is an urgency to procure a proportion of this hardware to allow progress of the new laptop rollout until the Smart Working cabinet report is approved to authorise the remaining hardware procurement.

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Procurement

The Council has identified a laptop/peripherals supply framework which is the CCS National Aggregated call off (EA16) from RM1054 Lot 1 and CCS Technology Products RM3733 Lot2 for the monitors only.

This is a consortium call off contract and negates the need to publish a tender. The Strategic Procurement Unit (SPU) have conducted a market review and have established that sourcing through this contract provides a cost effective affective approach and meets all procurement compliance requirements.

OTHER OPTIONS CONSIDERED AND REJECTED

Option 1 – “Replace with new Windows 10 PCs”. While this solution would address the issue of Windows 7 support after December 2019 and provide the ability to support newer applications, it will not provide the mobile desktop capabilities required to support Smart Working.

Option 2 – “Extend Windows 7 Software Support”. While this would address the Windows 7 security support issue in the short term this would only be a tactical solution and will only defer the need to replace the legacy Windows 7 PC estate. It will not provide the mobile desktop capabilities required to support Smart Working and will not the support for newer applications.

Option 3 – “Do Nothing”. This will not address the Windows 7 security issue and will not provide the mobile desktop capabilities required to support Smart Working and will not the support for newer applications.

Outline here ALL options considered but rejected in making recommendations for the executive decision. There is a statutory obligation to provide this information.

PRE-DECISION CONSULTATION

No consultation has been undertaken with respect to this decision as there will be no discernible degradation in the quality or level of service provided to; staff, service users or residents of each Borough.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: John Friend

Designation: Assistant Director of ICT

Signature:



Date: 15/08/2019

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. Under section 3.4 [Powers of Members of Second Tier Managers] of Part 3 [Responsibility for Functions] of the Council's constitution (the "Constitution") Second Tier Managers, i.e. those managers reporting directly to a Senior Leadership Team (SLT) Director, have delegated authority to approve the award of all contracts below a total contract value of £500,000 but above the EU procurement threshold for Supplies and Services (£181,302).
2. Similarly, under rule 4.2.1 of the Contracts Procedure Rules (CPR), Second Tier Managers can authorise procurements in their service area up to a total value of £100,000.
3. The total value of the proposed contract (the "Contract") is £487,000 which is above the relevant EU threshold. The Council is obliged to advertise the Contract opportunity in the Official Journal of the European Union (OJEU) except if calling-off a OJEU compliant framework under which the Council is named, or is part of an identifiable group cited, in the published contract notice.
4. The Local Government Act 1999, requires the Council to make arrangements to achieve best value in the exercise of its functions. The intended use of the Crown Commercial Services (CCS) framework satisfies the Public Contracts Regulations 2015 requirement for genuine competition; and exempts the Council, under CPR 18.5(i), from having to evaluate tenders against the pre-determined best price-quality ratios and weightings.
5. The Contract is proposed to be concluded on CCS' prescribed standard terms and conditions; following consultation with Legal Services.

FINANCIAL IMPLICATIONS AND RISKS

The award of this contract and implementation of the associated system presents no additional or an elevated level of an existing financial risk to the London Borough of Havering.

This is capital expenditure up to value of £487,399. The equipment will be sourced through a fixed price contract. The funding for this expenditure will be from the existing 2019/20 ICT Capital Budget.

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

There are no Human Resource implications as a result of this decision being made. The ICT Service have confirmed that no members of staff are placed at risk of; redundancy, alteration of terms and conditions of employment or any other negative effect on their employment within the London Borough of Havering.

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EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions, to have due regard to:

- (i) The need to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Equality Act 2010;*
- (ii) The need to advance equality of opportunity between persons who share protected characteristics and those who do not, and;*
- (iii) Foster good relations between those who have protected characteristics and those who do not.*

Note: 'Protected characteristics' are age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing, for all Havering residents in respect of socio-economics and health determinants.

An equalities impact assessment is not required to support this decision. No discernible disadvantages on any protected characteristics will be incurred through the imposition of this decision.

The deployment of new laptop equipment as previously stated will not have any negative effect on service users, employees or the wider community in the London Borough of Havering. The project does not seek to change or alter how functions are delivered and it does not relate to activities or functions which have been identified as important to protected groups. Finally; this project does not relate to an area where there are known inequalities.

BACKGROUND PAPERS

None

Non-key Executive Decision

Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

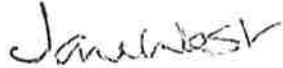
Decision

Proposal agreed

Proposal NOT agreed because

Details of decision maker

Signed



Name: Jane West

Head of Service title: Chief Operating Officer

Date:

29/8/19

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 29/8/2019

Signed



