

Delegated Decisions report



21 December 2021

COMPUTER HARDWARE REPLACEMENT PROGRAMME

Name of Cabinet Member	Councillor Rob Middleton (Cabinet member for Resources)
Report sponsor	Hazel Lewis Head of IT and Print
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Exempt / confidential / not for publication	Annexes
Council Plan reference	Not in Council Plan
Wards affected	All wards

Executive Summary

The Tender for Procurement of Laptops and Services was issued using the Crown Commercial Services aggregated tender route (NFC 136) under the Council's Tender Reference 2021-137C.

Crown Commercial Services advised of the successful bidder on 3 December 2021. We are waiting for the aggregated report for a detailed description of the value of the contract.

This report seeks approval to delegate to the Director for Finance and Resources the decision to award to the winning bidder.

1. Decision to be Made

- 1.1 That the public and press be excluded from the meeting by virtue of Paragraph 3 (Information likely to Reveal the Financial or Business Affairs of the Authority) of Part I of Schedule 12A of the Local Government Act 1972, in order that the meeting consider **confidential Annexes A and B** to the report.

1.1 That the Director of Finance and Resources, be given delegated authority to award the contract to the winning bidder.

2. Why is the Decision Needed?

2.1 Given the impact of COVID-19 on how and where we work, the current desktop strategy is now no longer the right model. As well as refreshing our ageing Back-end infrastructure we also need to move to mobile devices for all staff. Therefore, we have proposed to move away from VDI as this does not meet with our business needs or work effectively with Office 365. By moving away from VDI, the existing desktop devices will become obsolete.

2.2 Procurement of Laptop devices will support the Agile Workforce and Smarter Working initiatives, providing exploitation of the capabilities of the Office 365 environment, in particular the use of Teams video conferencing capability.

2.3 The existing Screen, Keyboard and Mouse will be re-used for connection to the laptops.

2.4 The VMWare VDI licence expires in September 2022 and all desktop devices need to be replaced before that date. Deliveries were stated in the Tender as:

February 2022	600 Units
March 2022	300 Units
April	300 Units
May	300 Units

2.5 Initial costings from the Crown Commercial Services (CCS) e-Auction are that the required 1500 devices are within budget. These figures need to be confirmed by CCS once all pricing sheets from the bidders are returned and a formal report issued.

3. Implications of the Decision

3.1 The major risk is that the deployment is not completed before the expiration of the VMWare VDI licence (September 2022).

Financial	Yes	Human rights, equalities, diversity	No
Legal	Yes	Policies or Council Plan	No
Communication	Yes	Procurement	No
Energy Efficiency	Yes	Workforce	Yes

(a) Financial Implications

The Award will draw down on the approved capital funds for the replacement of the VDI Desktop Devices.

(b) Legal Implications

The Crown Commercial Call Off Contract will need to be completed and signed by Legal.

The use of the existing Crown Commercial Services Framework Agreement and its award procedures is compliant with the requirements under the Public Contracts Regulations 2015 (Regulation 33) and with the Council's Contract Procedure Rules (Rule 7).

Due to the total value of the contract being in excess of £100,000, legal advice was obtained at the early stage of the procurement process (Rule 8 of the Council's Contract Procedure Rules), and the contract shall be executed and delivered as a deed under the seals of the parties in accordance with Rule 14 of the Council's Contract Procedure Rules.

Furthermore, the Council's Contract Procedure Rules require that the award of all contracts with the total value exceeding £500,000 must be approved by way of the Delegated Decision and this report satisfies the requirement.

(c) Other Implications

The deployment will make a cultural change to the way people use IT to perform their business tasks. This will require communication and support during the deployment period. This will be managed using a variety of communication tools including, ONE Council, the Intranet and direct communication.

4. Alternatives

4.1 Alternatives were discussed prior to tender approval and were:

- replace Back end VDI Hardware; and
- migrate to a Windows Virtual Desktop.

5. Timetable for Implementation

5.1	Contracts Agreed	January 2022
5.2	Orders Placed	February 2022
5.3	Deployment Starts	April 2022
5.4	Deployment Ends	June 2022

List of Annexes (exempt)

Annex A Crown Commercial Services Evaluation and Approval Report

Annex B Computer Hardware Replacement Programme Budgets

List of Background Papers

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