

To: **THE EXECUTIVE**
12th February 2019

**STRATEGIC PROCUREMENT PLAN FOR PURCHASE OF IT HARDWARE AND
PACKAGED SOFTWARE
Executive Director of Delivery**

1 Purpose Of Report

- 1.1 To seek approval of the Strategic Procurement Plan for IT Hardware and Packaged Software.

2 Recommendation

- 2.1 To approve the procurement approach laid out in the Strategic Procurement Plan for IT Hardware and Packed Software to enable ICT Services to procure IT hardware and software covering End User Devices; Network Infrastructure and Services; Server Hardware, Packaged Software and Miscellaneous IT Equipment over the next five years.**

3 Reasons for Recommendation

- 3.1 Existing contract packages for the procurement of IT hardware and software expired during 2018-19 and therefore new contract arrangements need to be sought so that IT infrastructure and services can be maintained and replaced where appropriate.
- 3.2 For suitable procurement frameworks to be used for each contracted package, to stage mini competitions so that best value is being achieved when procuring goods and services.

4 Alternative Options Considered

- 4.1 To develop individual procurement plans for each contract package. It was agreed that a combined procurement plan for the five packages, requiring renewal during this period, would be more efficient as much as the content for each plan would be repeated.

5 Supporting Information

- 5.1 The Strategic Procurement Plan for IT Hardware and Packaged Software includes the planned approach to award contracts to buy IT hardware and software under agreed frameworks.
- 5.2 It should be noted that the proposed value of each contract package is the maximum expenditure of procurement that could occur over the 5-year period but there is no obligation to spend to this value should strategic direction to deliver services change. The procurement plan describes the alignment to the ICT and Digital Strategy where it is likely that more expenditure will become revenue rather than capital based.

6 Consultation and Other Considerations

Borough Solicitor

- 6.1 Procurement utilising existing frameworks is compliant with the Council's Standing Orders and EU procurement rules. It is also an efficient cost saving way of procuring market standard equipment. The Procurement and Legal teams have been consulted during the drafting of this report and further legal advice will be sought when required during the procurement processes.

Borough Treasurer

- 6.2 There are no additional financial implications arising directly from this report, which is not seeking additional funding. Care will be required in purchasing equipment and services through the framework to ensure that the financial impact of moving to cloud based services, in line with the IT strategy, are fully evaluated and any revenue budget implications clearly identified in advance.

Consultation Responses

- 6.3 The Head of Procurement and Principal Procurement Officer were consulted throughout the process of developing the Strategic Procurement Plan for IT Hardware and Packaged Software and regarding potential frameworks suitable for mini competition.

Equalities Impact Assessment

- 6.4 An Equalities Screening Record Form was not completed following discussions with the Lawyer (Information Management and Security). The hardware, software and services covered in this procurement plan are not public facing or people focussed.

Strategic Risk Management Issues

- 6.5 There are no strategic risk management issues identified in this report.

Background Papers

None

Contact for further information

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