

# **MINUTES OF THE MEETING Cabinet Member Signing HELD ON Thursday, 19th December, 2024, 12.00 - 12.30 pm**

## **PRESENT:**

**Councillors: Dana Carlin**

## **ALSO ATTENDING:**

### **1. FILMING AT MEETINGS**

The Chair referred to the notice of filming at meetings and this information was noted.

### **2. APOLOGIES FOR ABSENCE**

There were none.

### **3. URGENT BUSINESS**

There were none.

### **4. DECLARATIONS OF INTEREST**

There were none.

### **5. DEPUTATIONS / PETITIONS / QUESTIONS**

There were none.

### **6. EXTENSION OF EA21 CALL-OFF CONTRACT - SUPPLY OF LAPTOPS AND ACCESSORIES**

The Cabinet Member queried:

- If the laptops issued by the Council are insured. In response to the query the officer confirmed that all equipment used by the council are insured.
- It was queried if the council acquire information on staff that receive laptops from the council, especially agency staff and whether all staff would need the T14 Model that is issued as some do not need all the specifications that is provided with the newer models. In response to the question, it was stated when issuing laptops to services, the council began collecting information from the person receiving the device and encouraged services to log laptops when issued and returned. For agencies receiving laptops,

officers discussed the process with directors, offering advice on using a database to manage allocations and ensure proper tracking. Different laptop specifications were considered for various user needs, such as ThinkPads for some staff. Research included consulting other councils to identify commercially viable models with the longest lifespan. New models were being tested, focusing on lightweight, robust devices, and a potential shift from the T14 model to the L series was under review due to its significant cost reduction. User case evaluations were ongoing, and discussions with suppliers aimed to reduce costs while ensuring assets were utilized effectively until a clear direction was determined.

**RESOLVED:**

**Recommendations:**

- 3.1 It is recommended that the Cabinet Member for Finance and Local Investment, pursuant to Contract Standing Order (CSO) 10.02.1b) and CSO 16.02:
  - 3.1.1 approves the final extension to the EA21 call-off contract, with XMA Ltd, for the period of 12 months, from 10th December 2024 to 9th December 2025.
  - 3.1.2 approves a maximum call-off spend value of up to £1,550,000.00 over the 12-month extended term.
  - 3.1.3 delegates the decision to award the individual call-off contracts, under the agreed maximum spend, to the appropriate Director.

**Reasons for decision**

- 4.1 The Council need a compliant procurement route for the supply of Lenovo laptops and accessories, to meet anticipated requirements over the next 12 months, at a value of up to £1,550,000.00.
- 4.2 The EA21 agreement is an aggregated further competition run by CCS on behalf of approximately 30 local authorities. XMA Ltd were the successful supplier from RM6068, lot 2, Hardware & Associated Services, submitting the lowest fixed costs over the lifetime of the agreement for a range of Lenovo laptops and accessories. EA21 is a compliant, cost effective, procurement route for the Council.
- 4.3 The recommended value up to £1,550,000.00 will cover projected demand across several areas (see 6.9 and 6.10). The core requirement is in support of Services requesting new equipment and includes the provision of laptops and accessories for new staff, Service growth, in-sourcing, replacing damaged and unreturned equipment. The award also supports laptop replacements for the Windows 10 project and failing, outside-of-warranty devices.
- 4.4 The award is key to enabling Services to operate effectively, by supporting a robust laptop strategy for the Council which aligns to service demand and supports the replacement of outdated equipment. The solution incorporates increased stock

levels to ensure equipment is always available to staff, and extended warranty cover to maximise the life of each laptop

4.5 Recent benchmarking conducted by the Council (see 6.6) demonstrates EA21, lot 2, framework pricing (through XMA Ltd) continues to deliver device savings compared to market value and is considered the most cost-effective and flexible method of purchasing a range laptops that meet the Council's specification.

Requirement	Projected Laptop Orders Over 12-months	Estimated Costs
Services (new staff, growth, in-sourcing and replacements)	840	£ 924,000.00
Outside-of-warranty	180	£ 198,000.00
Windows 10 replacements	277	£ 304,700.00
Accessories		£ 120,000.00

4.6 By extending the EA21 call-off contract there is no minimum order or spend commitment and the Council is free to explore other procurement routes. The framework offers fixed pricing on a range of laptops and accessories and will be used as a draw-down contract for the supply of digital hardware.

#### **Alternative options considered:**

5.1 Do not purchase – Without a supply of laptops, staff requiring new devices would not be able to access the Council's digital infrastructure, which will negatively impact service delivery and operational support within the Council.

5.2 Procure through other frameworks – The EA21 agreement is considered the most favourable way of securing digital hardware, as pricing under the contract is set against aggregated volumes over the lifetime of the agreement. Alternative routes to market are not judged to achieve the same cost savings

5.3 To run own tender – Market engagement demonstrates that the EA21 agreement offers best value for the Council with the added flexibility of not having a minimum order or spend commitment.

#### **CABINET MEMBER:**

Signed by Chair: Councillor Carlin

Date: 30.12.24