

Finance & Budget Committee

10am, Thursday, 6 June 2013

Proposal to approve the adoption of the National Framework for the Provision of Notebook & Tablet Devices for the period 7 June 2013 to 27 May 2014 (with the option to extend for 2 further 12 month periods to 27 May 2016)

Item number	7.8
Report number	
Wards	All

Links

Coalition pledges	P5
Council outcomes	CO2
Single Outcome Agreement	SO3

Gillian Tee

Director of Children & Families

Contact: Len Timson, ICT Development Manager

E-mail: len.timson@edinburgh.gov.uk | Tel: 0131 469 2998

Executive summary

Proposal to approve the adoption of the National Framework for the Provision of Notebook & Tablet Devices for the period 7 June 2013 to 27 May 2014 (with the option to extend for 2 further 12 month periods to 27 May 2016)

Summary

The Council has historically carried out periodic competitive tendering exercises for the purchase of small volumes of notebooks and tablet devices. However, over the past year the requirement has increased to a level where a contractual arrangement is required.

Following a comprehensive tender exercise under EU Public Procurement Regulations, on 1st March 2013 Scottish Procurement implemented a National Framework for notebook and tablet devices in order to offer Local Authorities and Educational Establishments access to a single Framework supplier. The Framework is divided into 2 separate lots; one specific for education users (lot 1) and one for corporate users (lot 2). The successful supplier for both lots was XMA Limited. The Framework has secured a diverse range of notebook and tablet devices at market leading prices and also includes an attractive two year collect and return warranty on all models.

As there was no scheduled Finance & Budget Committee until 6 June 2013, the Director of Children & Families approved a short term adoption of the National Framework from 22 March 2013 to 6 June 2013 in order that savings opportunities for any purchases made during the intervening period were not missed and to ensure that any such purchases were fully compliant with EU Procurement Regulations. It is now proposed that the National Framework be fully adopted.

Recommendations

It is recommended that the Finance & Budget Committee approves the adoption of the Scottish Procurement Framework for the provision of Notebook & Tablet Devices for the period 7 June 2013 to 27 May 2014 with the option to extend for 2 further 12 month periods to 27 May 2016.

Measures of success

Savings

- The Framework has secured a diverse range of notebook and tablet devices at market leading prices, with savings of up to 30% when compared with current market pricing. In addition, there is a range of competitively priced upgrades and accessories. It is anticipated that the majority of the Council requirements for tablet devices will be met through the National Framework.
- Every device offered on the framework includes a 2 year collect and return warranty. Options are available to extend the term of the warranty to 3 years.

Price Stability

- The supplier will hold their prices for the duration of the Framework. Where market prices are reduced, or transitions are made to new models, the supplier is contractually obliged to pass these reductions and/or models on to the Framework.
- Suppliers can request a price review only where the exchange rate increases by 5% in a 6 month period.

Financial impact

Prior to the adoption of this Framework on an interim basis, purchases of these devices by the Council were being made with no contracted supplier being in place. Adoption of this Framework will offer cost savings of up to 30% compared with current market pricing together with the provision of an excellent 2 year collect and return warranty.

It is not possible to predict, with any degree of certainty, what value of purchases will be made using the Framework. This contract will apply to all Council service areas and any purchases made will be determined based on individual business need and met from the respective service budget. It is anticipated that the majority of purchases will arise in Children and Families with the increasing take up of such devices in Learning and Teaching Establishments.

Equalities impact

There is no relationship to the public sector general equality duty to the matters described in this report and no direct equalities impact arising from this report.

Sustainability impact

There are no impacts on carbon, adaptation to climate change and sustainable development arising directly from this report, however in some areas that have implemented tablet use we have seen reductions in overall paper usage.

Consultation and engagement

Not applicable; the tender process to establish the Framework was undertaken by Scottish Procurement.

Background reading / external references

Not applicable

Proposal to approve the adoption of the National Framework for the Provision of Notebook & Tablet Devices for the period 7 June 2013 to 27 May 2014 (with the option to extend for 2 further 12 month periods to 27 May 2016)

1. Background

- 1.1 The City of Edinburgh Council first identified a requirement for tablet devices for use in Committee Services; this led to an increased demand throughout the Council as varying uses for such devices were identified including in Learning and Teaching establishments.
- 1.2 The Scottish Government wants to ensure that the potential for technology to support learning and teaching is maximised. In August 2012, the Cabinet Secretary for Education and Lifelong Learning gave approval to proceed to establish a National Framework to support the commitment to facilitate access to technologies for the benefit of learners and educators in Scotland.
- 1.3 As there is also an emerging requirement for access to these devices in a corporate environment, Scottish Procurement took the decision to extend the availability of the Framework to the whole of the Scottish public sector.
- 1.4 A sourcing strategy was issued in October 2012 by Scottish Procurement which recommended that a National Framework for Notebook and Tablet Devices be established for the whole of the Scottish public sector. The sourcing strategy recommended that the Framework be divided into 2 separate Lots; one specific for education users (lot 1) and one for corporate users (lot 2).
- 1.5 The Framework was formally awarded by Scottish procurement on 1 March 2013. The successful supplier for both lots was XMA Limited.
- 1.6 As there was no scheduled Finance & Budget Committee until 6 June 2013, the Director of Children & Families approved a short term adoption of the National Framework from 22 March 2013 to 6 June 2013 in order that savings opportunities for any purchases made during the intervening period were not missed and to ensure that any such purchases were fully compliant with EU

Procurement Regulations. It is now proposed that the National Framework be fully adopted.

2. Main report

- 2.1 Scottish Procurement, in collaboration with Local Authorities and other public sector representatives, formed a group consisting of technical and procurement representatives to further develop the tender and technical specifications for this Framework.
- 2.2 All tenderers for this Framework were subject to the following criteria and weightings – quality at 30% and price at 70%.
- 2.3 Bidders were invited to tender for both lots with fixed pricing for the duration of the contract from 1 March 2013 to 27 May 2014 with the option to extend for 2 further 12 month periods to 27 May 2016. The Framework has secured a diverse range of notebook and tablet devices at market leading prices and also includes an attractive 2 year collect and return warranty on all models.
- 2.4 The range of devices includes various form factors and operating systems, including Apple iOS, Google Android and Microsoft Windows. In addition, there is a range of competitively priced upgrades and accessories. Where market prices are reduced, or transitions are made to new models, the supplier is contractually obliged to pass these reductions and/or models on to the Framework.
- 2.5 The Framework will also provide a single central point for ordering and contract management covering a 2 year collect and return warranty, insurance and general supply enquiries. Following careful evaluation by Scottish Procurement, XMA Ltd were identified as the supplier offering best overall value for both lots.

3. Recommendations

- 3.1 It is recommended that the Finance & Budget Committee approves the adoption of the Scottish Procurement Framework for the provision of Notebook & Tablet Devices for the period 7 June 2013 to 27 May 2014 with the option to extend for 2 further 12 month periods to 27 May 2016.

Gillian Tee

Director of Children & Families

Links

Coalition pledges	P5. Seek to ensure the smooth introduction of the Curriculum for Excellence and that management structures within our schools support the new curriculum
Council outcomes	CO2. Our children and young people are successful learners, confident individuals and responsible citizens making a positive contribution to their communities
Single Outcome Agreement	SO3. Edinburgh's children and young people enjoy their childhood and fulfil their potential
Appendices	None