

Wyre Forest District Council

Record of a Council Decision delegated to be made by an Officer

This includes a record of an Executive Decision made by an officer under Regulation 13, Part 4 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Item decided:	Award contract for the provision of WAN Data and Voice Circuits to AdEPT Telecom PLC															
Officer who has taken the decision	Chief Executive															
Date of the decision	16 th November 2015															
Reason for the decision/alternatives considered	<p>The Chief Executive has delegated authority to award a new contract for WAN Data and Voice Circuits, in line with the evaluation model.</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Ranking</th> <th style="text-align: center;">Company</th> <th style="text-align: center;">Score %</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>AdEPT Telecom PLC</td> <td style="text-align: center;">79.24</td> </tr> <tr> <td style="text-align: center;">2</td> <td>HighSpeed Office Ltd</td> <td style="text-align: center;">77.45</td> </tr> <tr> <td style="text-align: center;">3</td> <td>BT PLC</td> <td style="text-align: center;">76.73</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Daisy Corporate Services Ltd</td> <td style="text-align: center;">75.07</td> </tr> </tbody> </table> <p>Following advice from Crown Commercial Services we were advised to use CCS Framework RM1045 lots 1, 3 & 5 instead of Framework CCS RM1498 Lot 10 as detailed in the report listed below. CCS framework RM1045 replaces CCS framework RM1498.</p> <p>The following qualifying suppliers on the framework were invited to tender:-</p> <ul style="list-style-type: none"> • AdEPT Telecom PLC • Azzurri Communications Ltd • BT PLC • Daisy Communications Ltd • Datrix Ltd • Freedom Communications UK Ltd • Gamma Telecom Ltd • HighSpeed Office Ltd • KCOM Group LTD • Logicalis Ltd • Maintel • Total Care & Support Ltd • Virgin Media Business Ltd 	Ranking	Company	Score %	1	AdEPT Telecom PLC	79.24	2	HighSpeed Office Ltd	77.45	3	BT PLC	76.73	4	Daisy Corporate Services Ltd	75.07
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Date and source of Delegated Decision (if appropriate)	14 th July 2015, see attached report.
Council/Cabinet member consulted – if applicable	Cllr Sara Fearn
Any interest declared by the Consultee or officer	None

WYRE FOREST DISTRICT COUNCIL

CABINET DECISION FOR STRONG LEADER APPROVAL
JULY 2015

Provision of a new contract for WAN Data and Voice Circuits.

Exempt	
CABINET MEMBER:	Councillor S Fearn
DIRECTOR:	Ian Miller
CONTACT OFFICER:	Dave Johnson - Ext 2138 dave.johnson@wyreforestdc.gov.uk
APPENDICES:	

1. PURPOSE OF REPORT

1.1 To progress the procurement of WAN (Wide Area Network) Data and Voice Circuits.

2. RECOMMENDATION

The Cabinet is asked to DECIDE:

2.1 Approve the list of suppliers, tender evaluation model and tender timetable.

2.2 To grant delegated authority to the Chief Executive to award a new contract for WAN Data and Voice Circuits, in line with the evaluation model.

3. BACKGROUND

3.1 The ICT Strategy Board in June noted and approved the need for a new contract for Data and Voice Circuits.

3.2 The council needs to ensure it continues to receive discounts and build on the savings made over the last 3 years on these circuits.

3.3 Refreshing the contract for WAN Data and Voice Circuits will ensure the councils continuity of ICT services by having a fully supported and resilient WAN infrastructure.

3.4 Budget provision is provided in the ICT Strategy capital programme for any installation costs and existing revenue budgets for on-going line rentals and call costs.

4 KEY ISSUES

- 4.1 The current contract for the supply of WAN Data and Voice Circuits finishes in September 2015.
- 4.2 To ensure the Council has a fully supported and resilient WAN infrastructure with the required Data and Voice capacity for the next 5 years.
- 4.3 To ensure the Council continues to receive appropriate discounts and build on the savings made over the last 3 years.
- 4.4 The new contract will be for a minimum of 3 years. Suppliers will be required to quote for both a 3 and 5 year contract.

5. LIST OF SUPPLIERS – Crown Commercial Framework

- 5.1 The Council will use the following Framework RM1498 ‘**Crown Commercial Services, PSN Services Lot 10**’.
- 5.2 All of the following suppliers on the Framework will be invited to Tender:-
 - British Telecommunications Plc
 - Capita Business Services Ltd
 - Csc Computer Sciences Limited
 - Freedom Communications (U.K.) Ltd
 - Fujitsu Services Ltd
 - Kcom Group Plc
 - Level 3 Communications Ltd
 - Logicalis Ltd
 - Telefonica Uk Ltd
 - Unify Enterprise Communications Ltd
 - Virgin Media Business Ltd
 - Vodafone Uk Ltd

6. TENDER EVALUATIONS and TIMETABLE

- 6.1 The award of the tender will be based on a value for money tender evaluation model, split 40% on price, 60% on quality/fitness for purpose basis including references.
- 6.2 The proposed tender evaluation for the 60% Quality Criteria is shown in the table below. The quality/fitness for purpose evaluation model and award of points is divided between the following headings.

	Criteria	%Value
A	Quality Criteria (60%)	60.00%
	Proven and demonstrable ability to meet requirements	29.44%
	Resourcing, project management and proven ability to support	16.32%
	Delivery / implementation of products and services	14.24%
C	Cost (40%)	40.00%

- 6.3 The suppliers will be required to return their tenders for opening and consideration by the 24th August 2015.
- 6.4 In accordance with the ICT strategy the Council is looking to commence implement of the chosen solution in October 2015.

7. FINANCIAL IMPLICATIONS

- 7.1 In July 2008 the Council approved £2.54 million for the implementation of the ICT strategy.
- 7.2 WAN Data and Voice Circuits are a key part of the strategy to ensure the Council has required data and Voice links between sites.
- 7.3 Annual line rental costs are approximately £85,000.00 excluding call costs.
- 7.4 A budget provision for installation and professional services is contained within the Capital Program. There is provision within existing revenue budgets for line rentals, call costs and on-going maintenance.
- 7.5 It is envisaged that the contract should generate revenue savings.

8. LEGAL AND POLICY IMPLICATIONS

- 8.1 Due to the value of the contract being in excess of £170,000 Cabinet approval is required to award the contract under paragraphs 9 and 19.9 of the Contract Procedure Rules.
- 8.2 Due to the nature and contract value, this procurement is being run using Crown Commercial Services, PSN Services framework and associated rules / regulations.
- 8.3 The successful Tenderer will be required to enter into a formal contract prepared by the Solicitor to the Council.

9 RISK MANAGEMENT

- 9.1 Failure to renew the current WAN Data and Voice Circuits will preclude the council from building on savings delivered over the past 3 years.
- 9.2 Current contract with BT expires in September 2015 for the majority of the Data / Voice lines.
- 9.3 It is envisaged that the contract should generate revenue savings.
- 9.4 By using an existing framework, procurement risks are reduced.

10. EQUALITY IMPACT ASSESSMENT

- 10.1 This is a financial report and there is no requirement to consider an Equality Impact Assessment.

11. CONCLUSION

- 11.1 In conducting this Tender exercise the Council will achieve the most economically advantageous result in terms of price and quality.

12. CONSULTEES

- 12.1 ICT Strategy Board members
- 12.2 Chief Executive
- 12.3 Head of Transformation and Communications
- 12.4 Procurement Officer

13. BACKGROUND PAPERS

- 13.1 Tender Documents