

Full Council (on behalf of Policy & Resources Committee)

Date:	11th August 2020
Title:	IT Equipment & Support Contract
Purpose of the Report:	To agree the appointment of a provider for new IT equipment and support for next five years
Contact Officer:	Karen Slater, Office Administration Manager

Background

1. The current £7k (annual) contract is held with Triumph and has been ongoing for over 10 years. As the council needs to update all IT equipment for office staff to a higher specification that is suitable for use at the office and at home during the Pandemic, we have approached three IT support companies for quotations with regards to supplying the new IT equipment, software & a new 'i-cloud' based monthly service which is more GDPR compliant for backing up data.
2. Following the new procurement policy we created a specification sheet for a new i-cloud based IT system & equipment required. All 3 companies are experienced IT providers who all currently work with Councils / Government organisations and have submitted their proposals together with references.

Risk Assessment

3. Incorrect or inadequate IT equipment and support would leave the Council exposed to risk regarding working efficiently and effectively. We must also take into account prospect of working remotely during any pandemic. The correct level of equipment and IT support ensures the team can continue working at all times and meet all legal requirements.

Resource Appraisal

	Option 1 (BUY)			Option 2 (LEASE)	
	One off Purchase of Equipment & Software	Monthly Cost 5 Year Service Contract (Based on TTC Buying Equipment)	Annual Cost 5 Year Service Contract (Based on TTC Buying Equipment)	Monthly 5 Year lease For Equipment & Service	Annual cost 5 year lease For IT Equipment & Service
Company A	£14,848.00	£893.35	£10,720.32	£1239.13	£14,869.56
Company B	£16,064.00	£1078.00	£12,936.00	£1480.30	£17,763.60
Company C	£14,029.00	£967.00	£11,604.00	£1330.45	£15,965.40

Note* all prices stated are exclusive of VAT

- 4 The Officer recommendation is to choose option 1 and enter into a 5 year service contract with Company A. The cash to purchase the higher spec IT equipment for all office staff will be taken from Capital Rolling Reserve where we have £7k put aside for a new server. The balance will be taken from the Capital Receipts Fund. The annual budget would need to be increased by approx. £3.7k per year to run the new i-cloud support service.

Legal Powers: Local Government Act 1972 s 111

Recommendation that:

- i) Company A be appointed as the IT Support & Equipment provider for the next 5 years.*