

Full Council

Date:	22 September 2020
Title:	IT New Equipment & Support Service
Contact Officer:	Karen Slater, Office Administration Manager

Purpose of the Report

To note timeline for implementation of the new IT equipment and support service requirements.

Action Required

- 14/09 – Finalise request for report regarding Pros & Cons of Server vs Cloud and review specifications for Laptops/Hardware/Software
- 15/09 – Obtain quotations from 3 Independent IT Consultants for report and for checking specifications prior to Tender
- 21/09 -- To raise Purchase Order to IT Consultant
- 28/09 -- Receive Report from IT Consultant
- 29/09 -- Issue Report to Councillors
- 01/10 – Extraordinary Council meeting to debate and approve solution
- 05/10 – Write Tender document
- 12/10 – Issue Tender with closing date 18th October
- 19/10 – Review submissions and clarifications
- 22/10 – Extraordinary Council meeting to approve recommendations
- 23/10 – Issue Purchase Order for IT requirements
- 27/11 – Deadline for ordering equipment, installation & staff training (may vary dependant on server or cloud decision)