

Nottingham City Council Delegated Decision



Nottingham
City Council

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| Reference Number: | 4753 |
| Author: | Paul J. Burrows |
| Department: | Finance and Resources |
| Contact: | Paul J. Burrows (Job Title: IT Change, Projects & Strategy Manager, Email: paul.burrows@nottinghamcity.gov.uk, Phone: 01158763153) |
| Subject: | Mobile communications contract 2023 |
| Total Value: | £700,000 (Type: Revenue) |
| Decision Being Taken: | To a) undertake a competitive exercise for the provision of mobile communications; and b) delegate authority to the Head of the IT Services to award the contract to a supplier for a period of three years, extendible by a further two years. |
| Reasons for the Decision(s) | <p>The Council and partners currently use a range of mobile communications equipment, e.g. mobile phones and tablets, which connect to services through a mobile communications contract provided by a commercial provider. The current contract for mobile communications is due to end in August 2023 and may not be extended. Therefore it is necessary to procure a new contract for this service.</p> <p>Mobile communications equipment is used in a range of service delivery, e.g. building inspections, social care. Mobile communications are also used to support pieces of equipment, where SIM cards are installed in devices and are used to provide automatic feedback to control systems.</p> <p>In the event of a change of service provider it will be necessary to replace all currently deployed SIM cards in use by colleagues, councillors and partners. This has proven to be a lengthy task in the past and additional project resources will be required should this happen.</p> |

Other Options Considered: The current contract could be allowed to 'roll-over' but this would not conform with the requirements of the Council's Financial Regulations. Therefore this option has been rejected.

The Council could dispense with the use of a corporate mobile communications contract and allow services to arrange their own contracts. This approach was adopted in the early days of the use of mobile communications and was found to be not cost effective once use of mobile devices expanded across the Council, leading to the centralisation of contracts. It would be a retrograde step to adopt this approach and therefore this option was rejected.

It is not considered feasible for the Council to abandon the use of mobile communications.

Background Papers: None

Published Works: None

Affected Wards: Citywide

Colleague / Councillor Interests: None

Consultations: Those not consulted are not directly affected by the decision.

Crime and Disorder Implications: There are no Crime and Disorder Implications associated with this decision.

Equality: EIA not required. Reasons: An EIA is not required as the mobile communications contract is an intangible service.

Social Value Considerations: There are no Social Value Considerations associated with this decision.

Any implications affecting IT: Yes

Decision Type: Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 31/10/2022

Advice Sought: Legal, Finance, Procurement, IT

Legal Advice: The proposal raises no significant legal issues. Given the total estimated value of the scheme over its whole life (including optional extension period) at least 3 written tenders will need to be obtained in compliance with the Council's Contract Procedure Rules and the Public Contract Regulations 2015. The contract could be procured under a framework agreement provided that the framework award procedure is fully adhered to. Advice provided by Sarah O'Bradaigh (senior solicitor) on 06/09/2022.

Finance Advice: See attached document Advice provided by Tania Clayton Perez (Commercial Business Partner) on 03/10/2022.
Advice documents: Financial Advice - Mobile Communications Contract 2023.docx

IT Advice: The IT Service supports the proposals in this delegated decision. The reasons for this is that firstly a replacement contract is needed as the current contract expires in August 2023. Secondly, the Council in delivering their services uses a range of mobile communication devices e.g tablets, mobile phones etc which needs a mobile service provider in order for these devices to function. Advice provided by Winston Smillie (Supplies and Contracts Manager) on 06/09/2022.

Procurement Advice: Procurement Team will be involved with the procurement process of a new contract. There is the potential to use a framework to procure services and set up a new contract and we will ensure the guidance on the use of any framework is followed and a compliant contract set up. Therefore, there are no procurement concerns.
Advice provided by Louise Dobson (Business Support) on 16/09/2022.

Signatures
Toby Neal (Portfolio Holder for Housing and HR)
SIGNED and Dated: 21/10/2022
Clive Heaphy (Interim Corporate Director for Finance & Resources)
SIGNED and Dated: 10/10/2022

Financial Advice

Mobile Communications Contract 2023

The decision seeks to approve the expenditure related to procuring a new mobile communications contract due to the current contract ceasing in August 2023. The contract covers expenditure related to tablets, mobile phones etc as part of delivering NCC-wide services. The estimated cost of the proposal is **£0.700m** over a 3+2year contract period and is proposed to be procured under a competitive exercise.

Current Revenue Budget Arrangements

The current budget arrangement is that mobile costs are currently centralised in the IT service within cost centre N-10011-100. The mobile communication expenditure budget is fully offset by an NCC recharge budget (classified above the line) so the overall impact to the IT service budget is net nil, assuming all expenditure can be correctly allocated to the relevant department. Any amendments to the internal expenditure/recharge budgets will be processed once the contract costs are finalised.

Therefore, dependent on the final cost of the contract, departmental service areas will bear the cost of any increase/saving compared to the current contract. Overall, it is thought the use of Teams is reducing this type of departmental cost so may be easier to absorb than in the pre-COVID era. The One-device programme may also impact on the overall costs expected to be covered in the contract.

One-off Funding

It is unclear at this point whether there will be any one-off costs related to potentially changing mobile communication providers.

Therefore, the ITEF will be used to fund any potential one-off costs which may include:

- SIM replacement

It is not expected this cost would be passed on to departments.

If the total value of the revised contract and one-off costs is higher than stated in this decision, further approval would need to be sought.

Tania Clayton Pérez-Senior Commercial Business Partner

Sep 22