REPORT TO: Policy and Resources Committee - 12 November 2012

REPORT ON: Supply of I.T. Equipment

REPORT BY: Head of Information Technology

REPORT NO: 421-2012

1.0   PURPOSE OF REPORT

1.1   Report for information to Committee. The I.T. Equipment purchased under the Government Procurement Service and Procurement Scotland Framework Agreements.

2.0   RECOMMENDATIONS

2.1   The Committee is recommended to:

   i)   Note the I.T. purchases amounting to £ 422,656 detailed in appendix 1. This covers the period 21 May 2012 to 19 October 2012

   ii)   Approve ongoing engineering maintenance costs of £ 13,365 per annum for the above purchases.

3.0   FINANCIAL IMPLICATIONS

3.1   The Director of Corporate Services has confirmed that equipment with a capital value of £ 83,093 has been funded through the current year's allowance of £ 839,000 for the purpose of Computer Equipment in the Corporate Services Department's Capital Plan.

3.2   The Director of Corporate Services has confirmed that equipment with a capital value of £ 189,058 has been funded through the current year's allowance of £ 570,000 for the purposes of Schools Computer purchases in the Corporate Services Capital Plan.

3.3   The Director of Corporate Services has confirmed that software licenses with a revenue cost of £ 121,410 has been funded through the current years Revenue budget of £ 1,768,000 for Computing Costs.

3.4   Equipment with a value of £ 29,095 has been funded through existing departmental budgets.

3.5   The annual recurring engineering maintenance costs of £ 13,365 will be met from the 2012/2013 Revenue expenditure for the I.T. Division.

4.0   MAIN TEXT

4.1   The Policy and Resources Committee (900-2002) of 16 December 2002 approved the OGC Catalist Procurement Scheme (now known as the Government Procurement Service) as a permanent means of purchasing I.T. equipment.

4.2   The above report remitted the Head of Information Technology to report regularly to the Policy and Resources Committee on the I.T. purchases made through the above scheme.

4.3   Procurement Scotland Framework Agreements have also been used to ensure best value is obtained in I.T. purchases.

4.4   Appendix 1 details the purchases made from 21 May 2012 until 19 October 2012.

5.0 POLICY IMPLICATIONS

5.1   This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Assessment. The major issues identified are:

    i)   For the operation and maintenance of a wide range of I.T. equipment and support systems, consideration will be given in support of all service developments in line with the **Purchasing and Procurement** principles of the Sustainability Policy.

    ii)   The impact of this policy will have the combined effect of reducing energy costs, life cycle costs and ensure sustainable recycling of equipment at end of useful life.

6.0 CONSULTATIONS

6.1   The Chief Executive, Director of Corporate Services and Head of Democratic and Legal Services have been consulted.

7.0 BACKGROUND PAPERS

7.1   None

Mr. Ged Bell. Head of Information Technology   Date: 24 October 2012

Details of I.T. Equipment purchased.

21 May 2012 until 19 October 2012

Name of Company	Value of procurement	Equipment types
Phoenix Software	£121,410	MS Agreement Licenses
Phoenix Software	£16,016	Server Licenses
Hewlett Packard	£ 115,495	Desktops / Monitors
AVM Education	£ 81,967	AV / Interactive Whiteboards
Misco	£ 60,941	Peripherals / Laptops
Insight	£26,635	Peripherals / Laptops
XMA	£192	Netbook
Total	£ 422,656	