

## **Report to the Cabinet**

Meeting to be held on Thursday, 14 January 2021

### **Report of the Head of Service - Procurement**

#### **Part I**

Electoral Division affected:  
(All Divisions);

### **Procurement Report**

(Appendix 'A' refers)

Contact for further information:

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#### **Executive Summary**

In line with the county council's procurement rules, this report sets out a recommendation to approve the commencement of a procurement exercise for the provision of IT Hardware.

This is deemed to be a Key Decision and the requirements of Standing Order C19 have been complied with.

#### **Recommendation**

Cabinet is asked to approve the commencement of the procurement exercise as set out in Appendix 'A'.

#### **Background and Advice**

Appendix 'A' sets out the detail of the procurement exercise and the basis upon which it is proposed to carry out the process including:

- The description of the service/goods
- The procurement route proposed
- The estimated contract value
- The proposed basis for the evaluation

Where approval has been received from the Cabinet to undertake a tender process which is deemed to be a Key Decision, the subsequent award of the contract on the satisfactory completion of the tender exercise shall not be deemed to be a Key Decision and can be approved by the relevant head of service or director.

On conclusion of the procurement exercise, the award of the contract shall be made under the county council's scheme of delegation to heads of service and in accordance with the council's procurement rules.

### **Consultations**

Relevant heads of service and key operational staff have been consulted in drawing up the proposals to undertake the procurement exercise included within this report.

### **Implications:**

This item has the following implications, as indicated:

### **Financial**

The estimated value of the contract includes provision for the county council requirements in addition to estimated spend for West Lancashire Borough Council and Lancashire Schools. The county council expenditure will be monitored against the council's budget for IT Hardware and any significant variances will be reported in line with other expenditure.

### **List of Background Papers**

Paper	Date	Contact/Tel
None		
Reason for inclusion in Part II, if appropriate		
N/A		