

## Record of operational decision

<b>Decision title:</b>	Mobile Phone and Data Contract Award						
<b>Date of decision:</b>	11 August 2020						
<b>Decision maker:</b>	Assistant Director Corporate Support						
<b>Authority for delegated decision:</b>	Herefordshire Council's Constitution Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Chief Executive Scheme of Delegation to Officers point 75 ICT Commissioning and Strategy to Assistant Director Corporate Support.						
<b>Ward:</b>	Countywide						
<b>Consultation:</b>	Management Board (11.08.2020)						
<b>Decision made:</b>	<ul style="list-style-type: none"> <li>• To award a contract to EE to provide mobile voice and data service provisions for a period of 36 months for a cost of £380,322 (£126,774 per annum).</li> <li>• To pay an additional £65k to upgrade all phones on the current estate.</li> <li>• To extend current 30 day rolling contract with EE for a further 2 month period to allow the implementation of the new contract.</li> <li>• Acknowledge the figures given above can change during the contract term. This will be as a result of the number of new contracts purchased and the costs of upgrading a phone at the time of the request.</li> </ul>						
<b>Reasons for decision:</b>	<p>It is a requirement for Herefordshire Council to have mobile voice and data service provisions to allow personnel to carry out their daily duties. Failure to provide this functionality will have an impact on service delivery which would affect the residents of Herefordshire. Mobile phone use is also important when lone working and being contactable particularly in the areas of social care.</p> <p>The implementation of a new mobile voice and data provision contract will take approximately 2 months hence the requirement to extend the current 30 day rolling contract to ensure services are continually being delivered without disruption while the implementation of the new contract is completed.</p> <p>A procurement exercise was undertaken through CCS Framework RM3808 Lot 10 where an assessment of all catalogue items was done in line with the rules and conditions associated with this framework.</p> <p>On completion of this assessment, only one catalogue item was identified as being able to meet the requirements of the specification to provide mobile voice and data provisions. This was the company 'EE'. The table below shows the evaluation summary of this tender process:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Rank</th> <th>Supplier</th> <th>Total Contract Price (36 months)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">EE</td> <td style="text-align: center;">£380,322</td> </tr> </tbody> </table>	Rank	Supplier	Total Contract Price (36 months)	1	EE	£380,322
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1	EE	£380,322					

	Following the award criteria, 'EE' have been identified as providing the most economically advantageous tender and are recommended for award.
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>Herefordshire Council will recharge Hoople Ltd for their portion of the contract. Of the figure outlined in the decision Hoople's contribution will be £41,634 covering mobile voice and data service element of the contract and £7,130.75 for the phone upgrades.</p> <p>The package with EE includes a device replacement investment offer. The £65k is on-top of the investment fund and will be allocated from capital allocation.</p> <p>The offer has a single package for data covering the organisation, therefore catering for individuals that need varying levels of data use to conduct their work. This creates much more flexibility, however it also creates a risk that some people will use un-necessarily high levels of data. The council will be able to identify who that is in the organisation and understand why usage is so high and correct it.</p>
<b>Details of any alternative options considered and rejected:</b>	The alternative is to not issue mobile phones. However, in terms of creating flexible / modern ways of working a mobile phone is part of the operating tool for organisations and businesses.
<b>Details of any declarations of interest made:</b>	None

Signed..... Date: 11 August 2020