

Decision Recording Form

Title	Urgent procurement of laptops	Decision Maker	Deputy Chief Executive
Date of decision	28/10/2021	Source of authority	Constitution, Part 3, section 5, 8.2a Constitution Part 4, Section 7, 2.12 and 3.10
Date of Publication			

Background and Reason for decision

Purpose:

Ipswich Borough Council has a requirement to provide suitable ICT equipment for its employees where applicable to their role. To enable agile working, business-class laptops have been identified as the most appropriate equipment for the current environment.

The pandemic has been a contributing factor to many supply line problems in the ICT industry. This, coupled with an increased level of demand for equipment due to higher amounts of home-working has meant procurement of these items is especially difficult at the moment.

Decision: To seek exemption of this procurement from Contract Standing Orders in respect of the mandate to order via an e-procurement channel for this value of contract.

Reason:

The market in general is currently very short of stock. An opportunity arose to procure Laptops at very short notice and a delay in obtaining alternative competitive quotes in a thinly-provisioned market would have caused the opportunity to be missed. Evidence from previous procurements indicated that the price and spec were competitive and comparable.

Decision: To procure the laptops from CCS Media Ltd for a value of £26,000

Conflict of interest	N/A	Relevant Portfolio(s)	Resources
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ALL WARDS	Y	Use a Y in the table below to mark the wards affected if not all wards					
NW	NE	CENTRAL		SW		SE	
Castle Hill	Bixley	Alexandra		Bridge		Gainsborough	
Whitton	Rushmere	St Margaret's		Gipping		Holywells	
Whitehouse	St John's	Westgate		Sprites		Priory Heath	
				Stoke Park			

Once complete the Decision Maker must send this form and any background documentation for publication to Monitoring.officer@ipswich.gov.uk

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