

CABINET SPOKESPERSON FOR GROWTH & SUSTAINABILITY

Record of a decision taken on procurement of multi-functional devices (MFDs), related hardware and software and ongoing support and maintenance December 2022 to 2027

Subject

The existing fleet of multi-functional devices (MFDs – aka printer/copier/scanner machines) is aged, energy-inefficient and has limited accessibility functionality for users. It had already been agreed as part of the #Digital First programme (#DF) that the devices should be replaced but completion of that exercise was delayed due to the pandemic and challenging market conditions.

New devices have inbuilt energy management functionality and features such as larger, more adaptable touch screens to support individual accessibility issues.

The proposal now is to reduce the number (by approximately 33%) and specification of MFDs based on quantitative usage data and qualitative data from service users resulting from agile working practices instigated by #DF and reinforced by COVID-19.

Access to MFDs for staff, Members, the public, and BMBC tenants will still be available at sites which already have this capability. This aligns to the Barnsley 2030 Plan in relation to the Growing Barnsley and Learning Barnsley themes.

This proposal also supports the Zero 40 Carbon agenda and the Barnsley 2030 Plan in terms of supporting the Council's sustainability requirements.

It will contribute to the MTFs review through reduced spend on equipment rental and maintenance. While the exact saving cannot be known until the tender process has been undertaken, it is anticipated that savings of up to £170k may be possible vs the 2022/23 budget of £251k.

Key Risks Associated with the Proposed Action

Risk Detail	Probability and Impact	Mitigation
Cost estimates above may not be reflective of market prices at time of procurement. This could lead to overspend resulting in the need for additional funding approval and possible delays to implementation.	Medium	Cost estimates do incorporate some contingency value. Procurement activities to take place at earliest opportunity to reduce risks of price changes.
Supplies of IT-related equipment are currently extended due to supply chain issues. This may mean the timeline for implementation of the new fleet	Medium	Once agreement is reached on the number of devices to procure, all tender documents will be ready to be released via an approved YPO framework agreement. This is a

<p>and software solution may exceed the existing contract end date. This would require us to consider extending the contract for some months (the incumbent may not be willing to do that – especially considering their ability to support re maintenance of the aged fleet) or managing without MFDs for a period of time.</p>		<p>faster route to market than a fully open tender.</p> <p>Soft market consultation has already taken place with suppliers (including the incumbent) on that framework, so they are aware of the December target date.</p> <p>If we are unable to implement by December, and the incumbent does not agree to extend, essential printing can be diverted to the CPU and either collected or delivered – although the latter will incur courier costs.</p>
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Recommendation

1. The spokesperson approves to proceed with reducing the number and specification of MFD devices across the borough.
2. Delegated authority is given to the Service Director, Regeneration and Culture, to oversee and approve procurement and change management activities relating to the project.

Certification by Executive Director Growth & Sustainability - Matt O'Neill

Report cleared for consideration by Cabinet Spokesperson

10/08/2022

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Signed

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Date

Decision/Comments of the Cabinet Spokesperson

Recommendation Approved/Not Approved* by Cabinet Spokesperson
(*delete as appropriate)

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(Signed) Cabinet Spokesperson

THE REPORT WHICH THE CABINET SPOKESPERSON CONSIDERED MUST BE ATTACHED TO THIS DOCUMENT.