

## Summary Delegated Powers Report

<p><b>TITLE</b></p>	<p><b>Procurement of iPad Computers for clients with Autism</b></p>
<p><b>DATE OF DECISION</b></p>	<p>27/03/2015</p>
<p><b>DECISION TAKER</b></p>	<p>Director of Adults and Communities</p>
<p><b>SUMMARY OF DECISION</b></p>	<p><b>Summary:</b></p> <p>This report seeks approval to award a contract to Academia Limited. The contract will commence from 30<sup>th</sup> March 2015 and will have two elements</p> <ol style="list-style-type: none"> <li>1. Supply 25 iPad tablets and accessories plus two wearable cameras</li> <li>2. The provision of a three year extended warranty contract for the iPads</li> </ol> <p>The contract's total value is £14,746.13, this is broken down as</p> <ul style="list-style-type: none"> <li>• iPad tablets and accessories £12,591.13</li> <li>• Three year exten</li> <li>• ded warranty £2,185</li> </ul> <p>The provision for the goods and service of the Procurement of iPads went through a procurement process whereby three providers expressed an interest. Academia expressed an interest and submitted within the provided timescales and was able to proceed through to the evaluation process.</p> <p><b>Background:</b></p> <p>The Borough has been allocated a one-off Department of Health (DoH) capital grant to support clients with autism through the use of digital technology. The grant conditions required a declaration signed by the Council's Chief Officer specifying how the grant would be used.</p> <p>Barnet Council's bid proposed to purchase iPad tablets for use by commissioned service providers, working with autistic clients to enhance their ability to communicate.</p> <p>Under the agreement Barnet Council propose to purchase, 25 iPad computers, with accessories and support services. All items will be purchased upfront as this is a one-off capital</p>

grant with no revenue support. The equipment will remain in the ownership of the Council but will be loaned to community organisations for a minimum of six months.

The equipment will be standalone with no interface with any of the council's systems; therefore they will not be supported or maintained by the Council.

In addition the Autism Group (a working group within the Council's Integrated Learning Disability Service) has agreed to purchase two wearable cameras which will be used by service users to record a history of specific events to assist with communication

### **Consultation**

A small Team comprising Learning Disability (LD) commissioners and practitioners, as well as commissioned services providers and community service groups were responsible for preparing the grant bid to the Department of Health (DOH). Advice was also obtained from corporate Information Services to ensure that the technical specification of the equipment was appropriate for the intended purpose.

### **Risk management**

#### **Key risk**

1. *Poor specification of tender document.*

**Mitigation** - Worked closely with Procurement Team, Corporate Information Services and A&C Commissioning Service to ensure that the specification meets the needs of service users.

2. *Not achieving value for money.*

**Mitigation** - Three quotes were requested from established suppliers to educational establishments within the borough and across the region. However only one quote was returned.

3. *Repairing and replacement of damaged, lost or stolen equipment.*

**Mitigation** - Each iPad will come with three-year extended warranty cover which will allow for replacement in the case of accidental damage. The equipment is also insured against being lost or stolen. Each organisation loaning an iPad will be expected to provide evidence of insurance cover against theft, thus protecting the Council's investment for the first three years.

	<p><b>Finance</b></p> <p>The value of this contract is £14,746.13 .The only resource allocated for this project is the Autism Innovation Capital Grant, as a result all cost are to be met up front with no related revenue costs. Payment would be made as a single payment at the commencement of the contract.</p> <p><b>Procurement</b></p> <p>The procurement process was conducted in accordance with the procurement Contract Procedure rules and the corporate procurement code of Practice.</p> <p>The procurement has a full audit trail and submissions were evaluated under Most Economically Advantageous Tender (MEAT) principles.</p> <p>The provider awarded was evaluated based upon their ability to be able to provide both goods and services.</p> <p>Three providers expressed an interest. Of these three only one provider submitted a proposal and this has been signed off as a single tender action.</p> <p>Appended document:</p> <ol style="list-style-type: none"> <li>1. Autism (Innovation) Capital Grant– 2014/15.</li> <li>2. Tender spec document</li> </ol>
<p><b>AUDIT TRAIL OF DECISION – RETAINED AND WHERE?</b></p>	<p>An audit trail is retained on the Adults &amp; Communities management drive.</p>

**DECISION TAKER'S STATEMENT**

*I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

**I authorise the above decision**

**Signed**            Mathew Kendall

**Designation**   Adults and Communities Director

**Date**             27 March 2015