

## Procurement of Laptop Supply Contract

To: Assets and Procurement Committee

Meeting Date: 11 March 2026

From: Executive Director of Finance and Resources

Electoral division(s): All

Key decision: Yes

Forward Plan ref: 2026/051

**Executive Summary:** This report sets out the background to competitively reprocure a “Call-off” contract for the supply of Laptops and related repair services. A call-off contract is a purchase order which enables bulk orders over a period of no more than 5 years. This is a form of framework agreement.

The outcome, if agreed, is a guaranteed supply of devices at a particular specification and refresh of the current fleet for Cambridgeshire County Council staff and Members in line with corporate strategies for the period specified.

**Recommendation:** The Assets and Procurement Committee is asked to:

- a) Approve the procurement of the Laptop Supply contract for three years, with two optional extensions of up to two additional years.
- b) Delegate authority to the Executive Director for Finance and Resources in consultation with the Chair and Vice Chair of Assets and Procurement for awarding and executing the contract.

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# 1. Creating a healthy, fair and sustainable Cambridgeshire.

- 1.1 This supply contract provides the necessary equipment required for staff to function as an employee, It therefore supports all services delivering against the Councils business plan.

## 2. Background

- 2.1 Cambridgeshire County Council currently has 4417 laptops deployed to staff across the council; the majority of these were purchased as part of a joint procurement with Peterborough City Council in 2021
- 2.2 The Council supports remote working for most of its staff. To enable this, staff are issued a standard laptop device that will work from any location with wireless Internet access.
- 2.3 Remote working is fundamental to our ways of working. This has been facilitated by the provision of laptops which have enabled the Council to move to flexible working which in turn has greatly reduced the pressure on office space.
- 2.5 Through this framework it will be easier to forecast costs ahead of time and to better coordinate the replacement of laptops as they reach the end of their useful lifecycle.
- 2.7 The Customer and Digital Services team will look to advertise this procurement alongside Peterborough City Council to try and drive further discounts on the joint level of spend through procuring a higher volume of devices for the specified period.
- 2.8 The total new contract value is expected to be £1.7m over the contract period. Within the existing Customer and Digital Services budget £385k is allocated to device refresh in 2026-27, and each year thereafter. Therefore, over the five-year period the total budget allocated will cover the contract value. The contract will also include ongoing repair costs for the existing fleet to help limit the number of new devices that may be needed.

## 3. Main Issues

- 3.1 Of the 4417 laptop devices deployed to staff, by the end of the 26/27 FY, 977 are over five years of age leading to increased risk of hardware faults and higher repair costs.
- 3.2 We are currently seeing global component shortages affecting stock levels for all suppliers. This makes it increasingly difficult for small, ad-hoc purchases to be an effective on-going solution to our needs.
- 3.3 With this procurement we hope to create a strategic partnership with a supplier to secure a regular supply of devices in line with the Council's needs.

## 4. Alternative Options Considered

- 4.1 The alternative options that have been considered in formulating the recommendations contained in the report where:

- (a) Do nothing - Eventually devices would reach beyond our in-house ability to repair making it harder to keep staff supplied with reliable working equipment
- (b) Go out to tender - This is our chosen option
- (c) E-auction - this would require a large financial investment up front and wouldn't include support for existing devices

## 5. Conclusion and reasons for recommendations

- 5.1 By going to market for a new end user device supply partner we will be able to work along side them to obtain best value covering a refresh cycle that balances our replacement requirements with our revenue, with necessary repairs to our current devices.

## 6. Significant Implications

### 6.1 Finance Implications

The contract is valued at £1.7 million over five years, is within the allocated budget. It covers device refresh and repair costs to help minimise the need for new equipment.

### 6.2 Legal Implications

The procurement must be conducted in accordance with the Procurement Act 2023, the Council's Contract Procedure Rules, and the terms of the chosen framework. A compliant competitive process must be followed, including publication and transparency requirements under the Act. The resulting call-off contract must be executed in line with the framework rules and the Council's governance procedures. Pathfinder Legal Services will review the procurement route and contract documentation prior to award.

### 6.3 Risk Implications

By not refreshing or replacing devices in a timely manner there is an increased risk in faults, disruption to members of staff and supply issues which will affect staff ability to deliver services.

### 6.4 Equality and Diversity Implications

None identified.

### 6.5 Climate Change and Environment Implications

Suppliers who respond to the tender will need to provide statements on sustainability and commitment to the environment

## 7. Source Documents

N/A