

ANGUS COUNCIL

POLICY AND RESOURCES COMMITTEE – 5 JUNE 2018

PROCUREMENT AUTHORITY REQUEST

REPORT BY HEAD OF COMMUNITIES

ABSTRACT

This report seeks homologation for the procurement of a service through an approved procurement framework where the maximum value of the contract is above the Chief Officer's delegated authority limit.

1. RECOMMENDATIONS

1.1 It is recommended that the Committee:

- (i) notes the indicative estimated overall budget cost of £235,750 for 3 years;
- (ii) notes the procurement of services through the Local Authority Software Applications (LASA) framework (Ref: RM1059 Lot 3);
- (iii) notes the financial implications included in Section 5 of this report; and
- (iv) homologates the direct award of the contract to Idox software ltd.

2. ALIGNMENT TO THE ANGUS LOCAL OUTCOMES IMPROVEMENT PLAN/ CORPORATE PLAN

2.1 This report contributes to the following local outcomes contained within the Angus Local Outcomes Improvement Plan 2017-2030 and Locality Plans:

- An inclusive and sustainable economy
- An enhanced, protected and enjoyed natural and built environment
- A reduced carbon footprint
- Safe, secure, vibrant and sustainable communities

3. BACKGROUND

3.1 Angus Council's Planning Service has used Idox and Uniform software for the last 21 years in order to retain and publish planning and building warrant applications through the Council's Public Access system. All other planning authorities in Scotland use the same software as it is compatible with the more recently introduced online portals for e-planning and e-building standards services provided by Scottish Government.

3.2 Whilst the Uniform software provides a case management system for planning and building warrant applications, enforcement cases, listed buildings, tree preservation orders, housing assistance grants and hosts the Corporate Address Gazetteer, the Idox software provides a document management system. The Idox element and cost is shared by the Place Directorate, Chief Executives Unit and the People Directorate.

3.3 The costs for Idox and Uniform have been included in the revenue budgets for previous years. It is anticipated that the costs will continue to form part of the revenue budget moving forward. Contracts with Idox / Uniform have previously ranged from 1 to 3 years.

3.4 The current contract for goods and services is for the duration of 01/04/2018 – 31/03/2021. This would see a fixed cost for budgeting purposes and the services would be paid in the financial year they pertain to. The contract would include the annual licence and maintenance renewal for management information systems with the addition of managed service provision and Enterprise (additional performance management and reporting software) for Building Standards and Development Management for the term of 3 years.

- 3.5 The new contract offers a 10% reduction on the current maintenance cost and freezes this cost for the duration of the contract. The inclusion of Enterprise is a one off saving of £7K and annual maintenance cost saving of £1.4K over the term of this contract (excluding training cost which will still be incurred). The addition of the managed service (£15K PA) provides resource and should provide a more reliable and predictable service which will ensure up to date completion of patching and upgrades, which has not always been achieved in a timeous way in the past.
- 3.6 The ambition is to meet the IT Application Strategy and the National Digital Transformation Strategy timelines through the provision of a managed and hosted system. This has been investigated as part of this procurement exercise but has not been possible as the technical solution currently offered by the supplier does not meet the Council's expectation of a hosted solution. There has been agreement that should an acceptable hosted solution be made available during the term of the 3 year contract then the current contract can be transferred to a new contract arrangement.
- 3.7 The award of a three year contract has enabled the Council to secure the full specification outlined above. It is also considered appropriate given the lack of any alternative provision likely being available during this period. At a national level, the Scottish Government have started to investigate the provision of a national Case Management System. This has not progressed to any significant degree and the prospect of this being developed and implemented within three years is unlikely. In any case, procurement through the framework ensures the inclusion of mid-term break clauses in the contract. Note: The Scottish Government have also been informed of the Council's position and discussions during contract negotiations.

4. PROCUREMENT DETAILS

- 4.1 The Council has used approved sourcing routes through a Central Purchasing Body which meet the requirements for identifying collaborative procurement opportunities. The use of this Framework meets the Council's obligations to ensure a compliant sourcing route is used for procurement.
- 4.2 Due diligence has been completed through procurement and the use of Eastern Shires Procurement Organisation (ESPO) / Crown Commercial Services (CCS) framework agreement "Local Authority Software Applications" (LASA), ref no: RM 2059 Lot 3. This was a compliant sourcing route for this requirement and allows purchase by direct award without further competition. Approval of use of the framework was subject to verification of pricing.
- 4.3 The Framework procurement process carried out through LASA is fully compliant with the relevant EU procurement procedures.
- 4.4 The contract for the work procured through the Framework was by direct award to Idox software ltd.

5. FINANCIAL

- 5.1 The contract results in an overall budget cost of £235,750 for 3 years. This comprises payments of: £81,750 in 2018/19, £77,000 in 2019/20 and £77,000 in 2020/21.
- 5.2 This cost will be met from within the existing budget provision of £134,000 for purchase and maintenance of computer systems within the Planning Service revenue budget.

6. OTHER IMPLICATIONS

Risks

Risk	Mitigating Actions
Hosted service becomes available	Agreement reached that should a hosted solution be available and acceptable, the current contract can be transferred to a new contract arrangement.
Scottish Government move towards new national Case Management System	The prospect of this would take some time to evolve and mature and with procurement through the framework appropriate break clauses exist in the new contract arrangement.

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