

ANGUS COUNCIL

POLICY AND RESOURCES COMMITTEE – 8 DECEMBER 2020

AWARD OF CONTRACT - LIBRARY SELF SERVICE KIOSK

**REPORT BY SHARON FAULKNER, DIRECTOR OF HR, DIGITAL ENABLEMENT, IT and
BUSINESS SUPPORT**

ABSTRACT

This report summarises the evaluations undertaken in respect of the suppliers on the current ESPO Framework ESPO350_19 1A Library Solutions and Systems (“the ESPO Framework”) for procurement of supplies and services required to provide library self-service kiosks to library customers. After carrying out a desktop assessment exercise and identifying the supplier whose offer is the most economically advantageous to the Council, this report recommends the award of a contract to that supplier, namely Bibliotheca.

1. RECOMMENDATION

1.1 It is recommended that the Committee:

- (i) notes the detailed evaluation process undertaken of suppliers on the ESPO Framework and the compliant route to procurement;
- (ii) approves award of a contract by direct award under the ESPO Framework to the supplier providing best value to the Council, namely Bibliotheca for the amount of £81,550;
- (iii) notes that the funding and financial implications related to this project are detailed in Section 7 of this report.

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

2.1 This report contributes to the following local outcome(s) contained within the Angus Local Outcomes Improvement Plan and Locality Plans:

- 6. Improved physical, mental and emotional health and well-being.
- 7. Safe, secure vibrant and sustainable communities.

3. BACKGROUND

3.1 The Committee agreed Report No 292/16 presented to the Communities Committee on 16 August 2016, which recommended the procurement of the Access/Libraries Integration Programme, part of which included funding for the provision of a new IT System to allow Library Customers to use Library Self Service Kiosks. This requires the installation of a Radio Frequency Identification (RFID) system including tags, readers and IT software to automate the borrowing, returning and management of library books. This is to replace the existing outdated system which doesn't support the necessary self service functions.

4. PROCUREMENT PROCEDURE

4.1 The framework agreement chosen to source this requirement was the Eastern Shires Purchasing Organisation (ESPO) 350_19 Library Solutions & Systems Framework. Following a review of the available suppliers, that could provide AngusAlive with the IT System required, three suppliers were selected that would fit into our existing infrastructure and adhere to our IT Network and Security Protocols and a best value analysis was undertaken.

The use of this ESPO framework has been reviewed by the Council's Procurement team and is a compliant route to procurement which is open to use by Angus Council.

5. FRAMEWORK OFFER REVIEW TEAM

5.1 The Tender Review Team consisted of Officers from:

Angus Council IT Service
AngusAlive Library Staff

6. FRAMEWORK OFFER REVIEW

6.1 The ESPO 350_19 LOT 1A “Library RFID Solutions” allows organisations to select from a list of Suppliers that have enrolled on the Framework. ESPO supply a pre-agreed pricing schedule of all the services that are typical to a Library RFID System. The contract would be awarded on the basis of a best value assessment following the frameworks direct award procedure (allowing “call off” from the framework agreement by direct award to a framework supplier without further competition).

6.2 The Council’s Framework Offer Review Team assessed the available suppliers in two stages as follows:

6.3 Stage 1 – Each supplier’s product was investigated thoroughly against the Council / Angus Alive statement of requirements to ensure that they could provide a library solution that would deliver as expected and be able to function in the existing Angus Council Infrastructure and would use the correct Network Communications Protocols to allow the solution to sit on the AngusAlive’s Libraries IT network to ensure compliance with the Council’s Network Security Protocols.

Of the 9 suppliers enrolled on Lot 1A of the Framework, only 3 could technically provide a solution which was compatible with our current IT Systems. The companies who could provide the supplied service were:

1. Bibliotheca Ltd
2. GW Devices Ltd
3. SB Electronics

6.4 Stage 2 – Best Value Assessment of the Suppliers’ Pricing Schedules

The three remaining suppliers were evaluated based on their Pricing Schedule Price in accordance with procedures contained in the framework. The results are detailed below:

COST DESCRIPTION	Bibliotheca	SB Electronics	GW Devices
Total Costs	£99,750	£104,670	£115,298
Angus Council Year 1 Costs	£81,550	£83,798	£78,630
AngusAlive Support Costs	£18,200	£26,040	£31,500
Overall Ranking	1	2	3

Based on the assessment above Bibliotheca, provided the best value solution to the Council’s requirements.

7. FINANCIAL IMPLICATIONS

7.1 Committee Report 292/16 contained indicative cost estimates comprising £85,000 for IT Systems and £75,000 for miscellaneous costs, totalling £160,000. This budget allowance will meet the anticipated cost of £91,550 for the element funded by Angus Council to allow standardisation of all Angus Alive Libraries to provide a Self Service arrangement for lending. Subsequently the funding for the RFID Self Service Library Equipment was identified separately in the amount of £100,000 as contained in the AngusAlive section of the 2019/2024 Capital Plan approved at Angus Council on the 27 February 2020 (Report No 84/20).

7.2 The estimated total anticipated investment for AngusAlive libraries is:

Angus Council

Item	Cost
IT System Hardware/Software	£60,270
RFID Tagging	£12,980
Training	£3,750
Year 1 Support	£4,550
Sub-total tender amount – Bibliotheca	£81,550

Item	Cost
Power and Data Provisioning	£5,000
Furniture Provisioning	£5,000
Total funded by Angus Council	£91,550

AngusAlive

Item	Cost
Year 2 Support	£4,550
Year 3 Support	£4,550
Year 4 Support	£4,550
Year 5 Support	£4,550
Total funded by AngusAlive	£18,200

Angus Council will fund the total cost of the set-up and first year costs of £91,550 with an acceptance by a direct award being issued to Bibliotheca in the amount of £81,550.

AngusAlive will directly fund the Year 2 and 3 (4+5) Support costs in the amount of £18,200.

8. CONSULTATION

8.1 The AngusAlive Senior Manager - Business Management & Development, Procurement Team Lead – Procurement & Commissioning and the Manager Property Asset – Infrastructure, Director of Finance and Director of Legal and Democratic Services have been consulted in the preparation of this Report.

NOTE: The background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) which were relied on to any material extent in preparing the above report are:

- Communities Committee 16/8/16 Report 292/16 – Access Library Integration Programme – Procurement Authority Approval Request
- Angus Council 27/2/20 Report 84/20 – Provisional Revenue and Capital Budgets 202/21 and Beyond – Provisional Capital Budget Volume

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