

To: Delegated Decisions of the Board Member, Finance and Efficiency

Date: 4th November 2011 **Item No:**

Report of: Head of Business Improvement

Title of Report: Supply of an Integrated Land and Property Management System (to include address management, development management, environmental health and property asset management).

Summary and Recommendations

Purpose of report:

To grant project approval and delegated powers to the Director for Finance and Efficiency to award the contract for an integrated land and property management system to include address management, development management, environmental health and property asset management.

Key decision? No

Executive lead member: Councillor Ed Turner

Policy Framework: An efficient and effective Council

Recommendation(s):

- 1) Grant project approval for the purchase of an integrated land and property management system;
- 2) Delegate authority to the Corporate Director for Finance and Efficiency to award a contract for the supply of such a system for a period of up to 7 years to the supplier selected in accordance with the provisions of this report.

1. Summary

- 1.1 This report sets out the procurement route that has been undertaken to review our current land and property gazetteer software application and

advises on the additional benefit that will be achieved from a new contract.

2. Background

- 2.1 The Council currently has a contract with IDOX for the provision, licensing and annual maintenance of the applications Uniform and IDOX document management system.
- 2.2 The current contract has provided some excellent benefits for joined up working and providing public access to information on the internet, however, the contract is operating on an ongoing basis and this needs to be reviewed. In addition the Council would also like to purchase three new modules to provide additional functionality. This contractual situation coupled with the need to purchase additional functionality, has provided an ideal opportunity for the Council to test the market to explore whether the Council is achieving value for money with it's current supplier.
- 2.3 In order to improve the current system, the Council is looking to procure:
 - A Red Amber and Green rated system to manage task workflow for Planning, Building Control, Environmental Health and Licensing integrated with above system
 - The 1APP connector that enables integration with the planning portal
 - The document loader for both the planning system and the document management system
- 2.4 The benefits of the additional modules are as follows:
Red, amber, green rated system will be able to allocate work through the workflow model. The 1APP connector will enable officers to download planning applications from the planning portal directly into the back office and the document loader allows officers to automatically insert documentation into the document management system – a considerably improved process compared to the one currently undertaken.

3. Procurement Process

- 3.1 The value of the new contract, including the new purchases will exceed the EU Procurement Regulations for goods and services over the life of the contract and necessitates an EU compliant procurement process.
- 3.2 The Government Procurement Service, formally known as OGC Buying Solutions, has a framework contract for the purchase of software which

can be used by local authorities. The proposed new contract is being tendered using this framework. .

- 3.3 To comply with the framework, provide competition and ensure that a new supply contract, including the purchase of the additional modules provides value for money to the Council, the Procurement Team have issued an “invitation to quote” through this framework to the 12 suppliers listed. All quotes received will be considered, and the supplier making the most economically advantageous offer will be put forward for selection.
- 3.4 The new contract will be in place for up to 7 years, with the ability to review terms at year 5.

4. Savings

- 4.1 The tender evaluation will take into account any migration costs associated with switching system from the current supplier to ensure that whole life costs are demonstrated. It is difficult to estimate what these costs will be until the quotations are returned.
- 4.2 The new products will improve the customer facing experience and allow users to do more by improving processes.

5. Other Options

- 5.1 The Constitution and Procurement Strategy requires officers to advise what other options are available before giving project approval and awarding a contract of over £100K. These are detailed below:

Continue as we are – The current contract was last reviewed in 1999 and there is a need to test the market, as explained in 3.

Re-tender the contract on behalf of the Council – This has been discounted as an option as it is known that the tender process would cost the Council more than using the Government Procurement Service Framework “request for quotation” function. The Framework has been tendered compliantly and has all the capable market suppliers on it.

6. Benefits of this Contract

- 6.1 The contract will provide budget certainty for all year on year maintenance costs.
- 6.2 The purchase of the new modules will streamline workflow, improve management information and will improve customers’ online experience.

7. Financial Implications

- 7.1 ICT currently pays £121,000 per annum for licensing and maintenance for the Uniform system and IDOX management system.
- 7.2 Outline costs associated with the purchase of the three new products from the Council's current supplier are estimated as £58,950. This includes £6,000 to Northgate for server integration and £4,000 to Oxfordshire County Council ICT for the use of a server. ICT have written a robust business case and have allocated capital ICT money to fund the purchase of this additional functionality.
- 7.3 ICT has allocated £130,000 to fund the likely new annual maintenance costs. The additional £9,000 will be funded from revenue vired from within the service. If the quotations that are returned indicate that the whole life costs of implementing a new system will be cheaper for the Council, the Head of Business Improvement and Interim Head of ICT will revisit the business case to demonstrate that changing systems is the recommended option going forward.

8. Legal Implications

- 8.1 This contract is being tendered using an EU procurement compliant framework.

9. Climate Change/Environmental Impact

- 9.1 There is no climate change or environmental impact implications.

10. Equalities Impact

- 10.1 All tenderers have met the living Wage Policy selection criteria listed in the mini competition document.

11. Risk

11.1

Risk	Likelihood	Mitigation
No quotations are returned	L	The Council's existing supplier has indicated that they are extremely keen to keep this business.
Benchmarking comes back proving that switching supplier is the most economically advantageous option	L	This would be a high impact on the Council. ICT will need to re-visit the business case to reflect the options, should this be the case

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List of background papers:

Version number:

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