



RECORD OF DELEGATED DECISION

Contract Exemption Form

This form is used to record officer decisions. The constitution details who can take delegated decisions.

1. Name & Title of Officer: (who is taking the Decision)	Jim Worley Asst. Director for Planning and Delivery
2. Decision Reference No.	CEX089
3. Contract Title / Subject Matter:	Procurement of 5 month extension of contract for Idox DMS (following expiry of existing 5 year contract on 1.10.2020)
4. Contract Type:	<input type="checkbox"/> Goods <input checked="" type="checkbox"/> Services <input type="checkbox"/> Works
5. Key Decision	No
6. Type of Decision:	Public
7. Decision Taken:	
1. Authority to use a Contract Exemption as detailed below; 2. Authority to award and enter into any necessary agreements with Idox PLC	
8. Contract Details:	
Service area	ICT Services
Short contract description	Replacement contract for licences and annual maintenance for Idox DMS following expiry of existing contract in October 2020. Extension period 5 months whilst permanent arrangement is procured p.a. (licence and maintenance combined)
Length of Exemption (months)	5 months :
Exemption start date	1.11.2020

Exemption end date	31.3.2020
Total exemption value (£)	£6,250 (TBC – subject to negotiation)
Cumulative value of all previous Exemption requests (if applicable)	None

9. Exemption Details:

Type of Exemption:	<input checked="" type="checkbox"/> New Requirement <input type="checkbox"/> Change to Existing Requirement <input type="checkbox"/> Replacement to Existing Requirement <input type="checkbox"/> Other
Which rule are you seeking an exemption from?	<input type="checkbox"/> To advertise <input checked="" type="checkbox"/> To follow a competitive process
Name of Proposed Provider:	Idox Plc
Has the requirement been subject to a previous Exemption?	<input type="checkbox"/> No <input type="checkbox"/> Yes [If yes give details below]
Applicable Exemption*: * [*remove those that are not applicable]	<input checked="" type="checkbox"/> No genuine competition: proprietary or patented goods or services; requirement of such a specialist nature that it can genuinely only be fulfilled by one person or organisation; compatibility with existing goods or services is required and where those existing goods or services can only be sourced from the same supplier.
Details of benchmarking or market testing carried out	None
How will value for money be secured?	Negotiations have taken place (ongoing) to secure a competitive price. The original contract in 2005 amounted to £12,950 (nb £9200 p.a. was capitalised as part of the installation project and as such were not part of annual payments, which have been limited to the balance of £3750) and were discounted to circa 50% at the time as incentive to implement the project at Idox year end.

10. Reasons for Decision:

Idox DMS is deeply integrated into other core operational and public facing systems that provide functions for a range of service. These systems are also Idox products and other suppliers could not achieve such integration without the agreement of Idox. Specifically:

- Integration to Idox Uniform databases for the provision of Building Control and Planning Application records. This allows application documents to automatically link directly to case records for immediate access by operational staff
- Integration to the Council’s Public Access Planning and Building Control portal: this provides direct and immediate access for the public via dedicated web pages to all (selected) documents and key data (from Uniform database) associated with planning applications. The integration also allows for the interactive, real time, submission of comments by interested parties that are then automatically transferred to both the DMS for use by operational staff and the Uniform database for record keeping
- Integration with the National Planning Portal: this allows for submission of Building Control and Planning applications via the Planning Portal that ‘auto populate’ both the DMS (submitted documents) and the Uniform databases (creation of new case and auto population of key submission data to Uniform, including the automatic creation of new case records for fresh submissions

11. Authority / Legal Power:

- The Assistant Director for Planning and Delivery has authority to award the contract under the Contract Procedure Rules and Local Scheme of Delegation approved by the Director for Growth and Generation.
- Council’s Contract Procedure Rules apply
- Exemptions must be approved by the Director for Corporate Services and the Director for Governance & Regulatory Services and are subject to one or more of the criteria being fulfilled.
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12. Background Papers attached?

(Background papers are to be attached (unless exempt))

Idox quote and subsequent e-mail exchanges

13. Alternative options available / rejected:

1. Use of the framework is not a viable / compliance route If the scope of the lots is not appropriate for your requirement.
2. Alternative routes can be via another framework or via a RFQ process given that the total contract value is below £50,000.
3. The YPO and ESPO frameworks do not provide the relevant services and the supplier is not subscribed (ESPO)

14. Implications:

(Please ask the respective professional officers ((a) Legal, (b) Finance and (c) Human Resources) for their assessment of the potential implications of this decision. You should also consult any other relevant officers if you think the decision will have an impact on their areas of responsibility.)

Legal	<p>The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1).</p> <p>The Local Government Act 1972 requires the Council to have regulations for how it enters into contracts. In addition to complying with all relevant UK and EU legislation every contract entered into on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations. The Contract Procedure Rules provide exemptions but the exemptions listed do not apply to procurements valued above the relevant EU Threshold.</p> <p>Exemptions must be approved by the Director for Corporate Services and the Director for Governance & Regulatory Services and are subject to one of more of the criteria being fulfilled.</p>
Finance	<p>SLT agreement secured to meet the remaining period of 20/21 contract via virement from existing service areas that use the system in addition to budget provision of £3,750. Future annual cost will increase the budget from the current provision of £3,750</p>
HR	<p>N/A</p>
15. Signature of Decision Maker: Please do no 'pp' for a Senior Officer	<p>Signature redacted</p> <p>.....</p> <p>Dawn Garton - Director for Corporate Services</p>
16. In Consultation with:	<p>Signature redacted</p> <p>Adele Wylie - Director for Governance & Regulatory Services</p>
17. Date:	<p>8 October 2020</p>

Please send all decision for publication to: Democratic Services at democracy@melton.gov.uk

18. Decision Reference No.:	
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19. Exempt or Confidential Background Information:

(Use this section to include any exempt or confidential information that should not be published or placed on the Council's website but is needed to support the decision. The information in this section will only be shared within the Authority as appropriate.)

Not applicable

For further support or guidance please contact Natasha Taylor – Democratic Services Manager or Democratic Services at democracy@melton.gov.uk .