



RECORD OF CABINET PORTFOLIO HOLDER DECISION

CONTRACT AWARD

1. Decision Reference No.	PH037
2. Decision made by	Portfolio Holder for Corporate Governance, Finance & Resources
3. Name and job title of Officer requesting the decision (inc Officer email address)	Pranali Parikh Director for Growth and Regeneration
4. Title / Subject Matter:	Award of Contract – IDOX Software Update and renewal
5. Type of Decision: (The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the Council's Access to Information Rules)	Public
6. Key Decision?	Yes
7. Decision Taken: (Try to briefly summarise what you have decided to do. Do not include any exempt or other information in your decision that you would not want to be published.) To call off and award a contract for the renewal of the existing suite of Idox software licences and maintenance on the basis of the rolling contract, adapted this year to include Idox DMS from the Crown Commercial Services framework, Data & Application Solutions, reference RM3821The contract is to cover the provision of services and licences. The Council proposes to enter a contract for an initial period of 12 months, with an option to extend for four further periods of 12 months, making 60 months in total. Any proposed extension is subject to satisfactory performance by the supplier and in accordance with the Council's business requirements. Any proposed extension to the contract will be agreed in writing between the Council and the supplier. 1. To delegate authority to the Assistant Director for Planning and Delivery to enter into any necessary documentation to effect the award	

8. Reasons for Decision:

(Briefly summarise why you think this is the right decision. Again, do not include any exempt or other information in your decision that you would not want to be published. Please ensure all background papers are attached to this decision)

The software is integral to the operational functioning of a range of Council services including Environmental Health, Development Management, Building Control and Land Charges. The systems are deeply integrated to one another in order to provide access to information by the public through the 'public access' website, to undertake transactional interactions through this channel and to link to the national Planning Portal in order to facilitate submission of applications with direct integration into 'back office' systems, including the database ('Uniform') and DMS.

The supplier has been procured in compliance with the contract procedure rules, and all necessary due diligence has been carried out by the Council Officer. This has comprised review of the terms of the framework call off provisions in terms of insurance, rectification, data processing, and terms and conditions – all reviewed by Legal Services. The system requirement is to be integrated and compatible with existing systems and databases (including externally the Planning Portal) in order to maintain service levels and transactional capabilities as described above, Due to the extent and range of integration necessary for these requirements, and their number, the preferred supplier was the optimum selection.

9. Authority / Legal Power:

(Please detail where your authority comes from e.g. Committee Minute, Constitution or Legal power i.e. what enables you to take this course of action)

Legal – See below

Authority is provided by Chapter 2 Part 4 of the MBC Constitution.

Refer to limits set out in sections below:

Contact Procedure Rules: The procurement has been carried out via a Framework Agreement (the Crown Commercial Services framework, Data & Application Solutions, reference RM3821, lot 2b) in accordance with the provisions and requirements of the Contract procedure Rules, supported by the Welland Procurement unit. DAS Portal Reference: 27/04/2021 L2b - Idox Uniform and EDMS Package 55.

Financial Procedure Rules– up to £500,000 authorised by Directors.

10. Background Papers attached?

(Background papers are to be attached (unless exempt)

Yes

11. Alternative options available / rejected:

(Briefly summarise what other options, if any, are available or considered and why they were rejected.)

1. To replace the suite of software for an alternative supplier – rejected due to contractual obligations for the wider suite and the integration requirements of the DMS component.
2. To separately procure the DMS component – declined because of the integration requirements of the DMS to the transactional facilities of the surrounding IT infrastructure.

12. Implications:

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). 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.</p> <p>The Council's Contract Procedure Rules permit contracts of any value to be procured via a framework agreement or DPS, compliance with these Rules and relevant national and EU law is achieved through compliance with the framework agreement/DPS terms and conditions.</p> <p>The resultant contract must be added to the Council's Contract Register to ensure compliance with Transparency Regulations. The Officer is responsible for the subsequent storage and safe keeping of the signed contract.</p> <p>Where the contract is valued over £25,000 an award notice is required on Contracts Finder, Welland Procurement is responsible for such award notices.</p> <p>If the above criteria is satisfied, using a framework agreement will reduce the risk of challenge for the Authority.[Legal approval 02 June 2021.</p>
Finance	<p>The contract value is £56,000 p.a. recurring for a period of 5 years with allowance for inflation increases</p> <p>The value of the contracts if pursued separately would be £64,000 and represents value for money as thus approach has secured a discount on the DMS element of £7,500 and from the Idox 'suite' approx £1,000. [Finance Approval 7th date 2021]</p>
HR	<p>There are no HR implications as a result of this procurement [HR Approval – HR and Communications Manger – 10/05/2021]</p>

<p>Procurement</p>	<p>Welland Procurement approval and comments dated 06/05/2021. Framework call off process carried out to date is in compliance with the Council's Contract Procedure Rules, and the CCS Framework User Guide.</p> <ul style="list-style-type: none"> • The Council has ensured that the scope of the requirements would be fully met under this call off • The Council have used the eMarketplace to identify and select reference number for this call off • CCS Core Terms would apply as would the terms set out in Direct Award Schedule 6 and its appended Schedules <p>Please ensure that following the award of the Contract, the Council Officer contacts Welland Procurement to publish a Contracts Finder Award Notice, as well as details of the contract on the Council's Contract Register (ProContract).</p>
<p>Other</p>	

<p>13. Signature of Officer with authority to sign (See Section 9): Please do not 'pp' for a Senior Officer</p>	<p>Signature redacted Pranali Parikh Director for Growth and Regeneration</p>
<p>14. Officer Responsible for Procurement</p>	<p>I confirm compliance with the Contract Procedure Rules</p> <p>Pranali Parikh Director for Growth and Regeneration</p>
<p>Call In Waived by Scrutiny Committee Chair? (Under urgency Procedures) Where urgency procedures used please provide approved urgency notice</p>	<p>No</p>
<p>Has this been discussed by Cabinet Members?</p>	<p>No</p>
<p>Cabinet Portfolio Holder Signature</p>	<p>Email approval received Councillor Ronnie de Burle Portfolio Holder for Corporate Governance, Finance & Resources 4 June 2021</p>
<p>Declarations/conflict of interest?</p>	<p>-</p>

Please send all decisions for publication to: Democratic Services at democracy@melton.gov.uk. All decisions with exempt information should be referred to MonitoringOfficer@melton.gov.uk

15. Exempt or Confidential Background Information:

The decision will be published in its entirety unless it contains exempt information as described in Section 1.4 of the [Council's Access to Information Rules](#)

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.