



## **RECORD OF DELEGATED DECISION (OFFICER)**

### **CONTRACT AWARD**

<b>1. Decision Reference No.</b>	<b>CEX214</b>
<b>2. Name/Title of Officer</b>	<b>Sarah-Jane O'Connor HR and Communications Officer</b>
<b>3. Email address of Officer</b>	<a href="mailto:soconnor@melton.gov.uk">soconnor@melton.gov.uk</a>
<b>4. Title / Subject Matter:</b>	<b>Award of Contract – Learning Management System</b>
<b>5. Type of Decision:</b>	<b>Public</b>
<b>6. Key Decision?</b>	<b>No</b>
<b>7. Decision Taken:</b>  <ol style="list-style-type: none"><li>1. To award the contract for the Learning Management System to Skillgate</li><li>2. To enter into any necessary legal documentation to effect the award</li></ol>	
<b>8. Reasons for Decision:</b>  <p>The current Learning Management System is provided by Learning Pool. It is a cloud-based system provided through an annual license with support. The contract for the license is due to expire at the end of June 2022 and it is not possible to extend the contract under the Council's contract procedure rules.</p> <p>A joint tender process has taken place between Charnwood Borough Council, Melton Borough Council and North-West Leicestershire Council. However, each council will be responsible for their own contract.</p> <p>The tender opportunity was advertised on Contracts Finder in Feb 2022 resulting in 7 submissions. As assessment and selection of the submissions were made based on 60% quality and 40% price.</p> <p>The estimated total cost to MBC of the new contract for 4 years (three years with a one-year extension option) is £25,600.</p> <p>A 10 day stand still period has been completed, with no challenges being received.</p>	

## 9. Authority / Legal Power:

As the total cost of the contract is below £50k it is not considered a key decision and is within existing budget (G3560 HR and Communications)

The decision can be taken under delegation.

## 10. Background Papers attached?

No

## 11. Alternative options available / rejected:

1. To procure the Learning Management System from a framework for example the GCloud. Does not always provide the most cost effective option and number of suppliers are restricted in this circumstance - Rejected
2. Not to have a Learning Management System (LMS) – the LMS provides a platform for training and development including e-learning catalogue of courses. E-Learning is a cost effective way of upskilling the organisation and ensuring mandatory/statutory training is provided, records and renewed – Rejected

## 12. Implications:

<b>Legal</b>	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 Legal approval - 12 April 2022
<b>Finance</b>	There is an annual budget available for Learning Pool of £14,200 and therefore this offers significant financial savings. There are no other financial implications. Finance Approval – 3 May 2022
<b>HR</b>	The new LMS will ensure continuity of learning and development and provide a record of training undertaken. HR Approval - 12 April 2022
<b>Procurement</b>	This has been procured in compliance with the relevant Regulations and Rules, and Welland will action the Contracts Register entry and Award Notices as required following award. Approval - 3 May 2022

<b>Other</b>	The following checks have been carried out in relation to the contract provider: - Financial credit checks - Insurance certificates including Cyber/Data Insurance - Health and safety policies
<b>13. Signature of Decision Maker with authority to sign</b>	Signature redacted <b>Dawn Garton</b> <b>Director for Corporate Services</b>
<b>14. Consultation with:</b>	<b>Not applicable</b>
<b>15. Date:</b>	<b>3 May 2022</b>
<b>16. Officer Responsible for Procurement</b>	<b>I confirm compliance with the Contract Procedure Rules</b> Signature redacted <b>Name: Richard Moon</b>

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