



RECORD OF DELEGATED DECISION (OFFICER)

CONTRACT AWARD

1. Decision Reference No.	CEX463
2. Name/Title of Officer	Jiten Ravat Corporate Property and Asset Manager
3. Email address of Officer	jrvat@melton.gov.uk
4. Title / Subject Matter:	Award of Contract - Procurement of Asset Management Software
5. Type of Decision:	Public
6. Key Decision?	No

7. Decision Taken:

1. To award the contract for Asset Management Software to MRI Systems Limited.
2. To enter into any necessary legal documentation to effect the award.

8. Reasons for Decision:

The Corporate Property & Assets Team currently rely on spreadsheets to manage and report on corporate assets covering, lease data, asset data, rental information, asset income, repairs, works etc. There is a need to acquire an established asset management system to hold all asset and finance data to aid in management and reporting. The current fragmented management systems and spreadsheets in place risk potential data inaccuracies.

The Asset Management Plan approved by the Council in February 2024 included an action to purchase the asset management system and this was supported by allocation of budget.

After reviewing a number of existing software providers, we have identified MRI Systems' Qube platform as the most suitable. This has also been reviewed and agreed with finance colleagues as the system can integrate with our current finance platform, Advance.

Qube is capable of holding all asset data, finance data relating to individual assets and FM maintenance data allowing for a single point of data source for each asset ensuring the information remains consistent.

The system is cloud based and will be configured to the council specifications on agreed parameters to ensure the council can maximise its operability.

9. Authority / Legal Power:

Legal – See below

10. Background Papers attached?

No

11. Alternative options available / rejected:

1. Do nothing – maintain the current cumbersome spreadsheet process for managing asset data which is inefficient due to taking additional officer time to manage and has a risk of inaccurate reporting data due to multiple excel data sources.

This view is rejected as the council has a duty to manage its data effectively and needs to establish an efficient and single source data point for information to aid in its reporting requirements.

12. Implications:

Legal	<p>The Council may enter contracts in order to discharge its functions (Local Government Act 1972, s111 and Local Government (Contracts) Act 1997, s1). The 1972 Act requires the Council to make standing orders regulating how it enters contracts. In addition to complying with all relevant UK and retained EU legislation every contract entered into by the Council must also comply with the Council’s Contract Procedure Rules and the Council’s Financial Regulations.</p> <p>The approved Asset Management Plan provides authority to purchase an asset management system however, the rules referred to above must still be followed and either a competitive process followed or procurement through a framework agreement.</p> <p>[Legal Approval – 9 July 2024]</p>
Finance	<p>The cost of the system is £24,950 per annum for an initial 2 year period from July 2024 to July 2026. The council agreed funding for an asset management system of £50k as part of the Asset Management Plan (AMP) agreed by the Council in February 2024. Post July 2026 this cost will need to be built into the budget moving forward.</p> <p>This cost includes 9 licences to the system, configuration, training and ongoing management of the data.</p> <p>[Finance Approval – 4 July 2024]</p>

HR	N/A
Procurement	<p>Whilst the route to market is compliant opportunities were lost here in the process to add better value to the authority by only looking at a 2 year agreement. A better plan would be a longer agreement using a break after 2 years dependent on funding for additional years. Whilst this was a sliver below the £50k threshold where Welland manage procurement, I would welcome a discussion with us in future projects as this is obviously an agreement that we will want to maintain beyond the 2 years stated in this document.</p> <p>[Procurement Approval – 10 July 2024]</p>
Other	<p>The following checks have been carried out in relation to the contract provider:</p> <ul style="list-style-type: none"> - Financial credit checks - Insurance certificates - Health and safety policies
13. Signature of Decision Maker with authority to sign:	<p>Email approval received Pranali Parikh Director for Growth & Regeneration</p>
14. Consultation with:	N/A
15. Date:	10 July 2024
16. Officer Responsible for Procurement	<p>I confirm compliance with the Contract Procedure Rules Jiten Ravat Corporate Property & Asset Manager</p>