

To: Iskandar Jefferies - The Executive Member for Leisure, Culture, Public Protection and Democracy

Kevin Gibbs – Executive Director; Communities

20th May 2024

Contract Award report for the Place Replacement ICT System

1 Purpose of Report

- 1.1 The purpose of this report is to obtain approval to award the contract for the Place systems replacement to the preferred supplier.

2 Recommendation(s)

- 2.1 **It is recommended that the contract for Place systems Replacement be awarded to Arcus Global (Supplier A) with the contract to begin on 03/06/2024.**

3 Procurement approach

- 3.1 An Open Tender was issued through the South-East Business Portal which attracted six bidders. Four of the six suppliers completed the evaluation process. The marking breakdown was 60% Quality and 40% Price.

The Tender was assessed across two stages:

The first stage included our Qualitative components. These were our technical specification and supplier demonstrations. This stage was worth 60 marks

The second stage was to evaluate the cost of services over the life of the proposed seven-year contract. This stage was worth 40 marks.

4 Reasons for Recommendation(s)

- 4.1 Following a robust procurement exercise in which four suppliers completed the evaluation, the weighted scores broke down as follows:

Supplier A: 94.14

Supplier B: 86.34

Supplier C: 76.81

Supplier D: 75.58

Supplier A's bid fell within the governing financial envelope for this project.

5 Alternative Options Considered

a) To pursue a waiver and continue with the incumbent

This option has been explored and it has been determined that an additional waiver would result in a non-compliant award.

b) To broaden the procurement to include suppliers that do not offer a SaaS option but would support an Azure hosted arrangement:
This option is not considered to provide the level of post implementation support required by users in respect of functional issues and version upgrades. In addition, overhead of providing a virtual environment to users to connect to would have additional costs in licensing, and ICT management.

c) Do nothing.
Allowing the contract to elapse would see the Planning functions and related services at the Council without a system to function. This would pose significant issues on many fronts; Planning, Building Control, Land Charges etc are all regulated services. The Council is required to have systems in place to manage these services or risk fines. Additionally, there is a revenue consideration. The Council would potentially lose revenue by being unable to record and take payments for S106 and Community Infrastructure Levy.

5 Supporting Information

The Strategic Procurement Plan for this project was approved in March 2023.

A confidential annexe has been created detailing the full details of the recommendation.

6 Consultation and Other considerations

6.1 Legal Advice

Legal colleagues have been engaged through the whole procurement process.

Financial Advice

6.2 The proposed supplier is within the agreed financial envelope as defined in the strategic procurement plan.

6.3 Equalities Impact Assessment

An initial EIA was carried out in December 2023. Once the contract has been awarded, it will need to be reviewed and revised to ensure it reflects any changes identified in the product demonstrations.

[PPR EQIA.docx](#)

6.4 Strategic Risk Management Issues

The current provision of software is nearing the end of its final waiver. Procuring a replacement is necessary before the end of that contract term in March 2025

Climate Change and Ecological Impacts

6.5 The recommendations in Section 2 above are expected to:

Have no impact on emissions of CO₂.

The Council believes that this will have no impact on emissions because, as part of the project, an effort has been made to remove data that should not be moved to the new system; unnecessary storage of data outside of statutory timeframes is known to have a large impact on the contribution to CO2 emissions from data centres. Even small reductions in data retention can have large impacts overall.

While we are reducing the overall amount of data stored, we cannot yet be certain as to the total impact on CO2 emissions, and so it should not be considered anything other than a neutral position at the moment.

Health & Wellbeing Considerations

- 6.6 It is acknowledged that for some staff moving to a new system after 24 years of use can be stressful and cause concerns. The business users have been engaged at all stages of specification development and procurement to ensure visibility and buy in. Once a successful supplier is approved there is a well define communication plan and training being put in place to support users through the whole implementation and ongoing use of the product.

Contact for further information

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