

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4264
Author:	Thomas Ali
Department:	Commercial and Operations
Contact:	Thomas Ali (Job Title: Food Development Officer, Email: thomas.ali@nottinghamcity.gov.uk, Phone: 01158761743)
Subject:	Supply of Catering Procurement Software
Total Value:	£100,000 (Type: Revenue)
Decision Being Taken:	To approve the start of the procurement process, and delegate authority to the Director of Neighbourhood Services to award the contract to the successful bidder for Catering Procurement Software for 3 years, with an optional one plus one year extension, equalling a total duration of up to a maximum five years. £20,000 spend per year, totalling £100,000 for the duration of the contract.
Reasons for the Decision(s)	<p>Nottingham City Council currently provides a hot and cold meals service for both its Education and Commercial Catering sites, all sites use Catering Software to place orders directly with our approved list of suppliers.</p> <p>This software allows ordering, recipe creation and management along with Allergen controls and nutritional analysis. Sites complete stock takes and general daily bookwork to ensure all sites are operating consistently to the required high standards. The software ensures we are compliant with allergen laws.</p> <p>The current supplier contract ends 31st August 2021. Nottingham Catering intend to go out to tender to ensure best price, quality and functionality of system for future proofing the catering service.</p>
Other Options Considered:	The option not to procure these services is not appropriate as these goods are required to be able to deliver the Catering Service to the required standards.
Background Papers:	None

Published Works:	None
Affected Wards:	Citywide
Colleague / Councillor Interests:	None
Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	There are no Crime or Disorder implications as this is to secure products to run the catering service
Equality:	EIA not required. Reasons: No Equality Issues will result as part of this decision, as this is a decision to procure products to deliver the service and this is a continuation of an existing service.
Social Value Considerations:	None
Any implications affecting IT:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Advice Sought:	Legal, Finance, Procurement, IT
Legal Advice:	<p>There are no legal concerns arising from this report. Any procurement process will be subject to the Council's Contract Procedure Rules as set out in the Constitution.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 23/04/2021.</p>

Finance Advice:

This decision seeks approval to go out to tender for the supply of catering procurement software for the Nottingham Catering service for use in schools and commercial catering sites. The contract will be for 3 years with an optional 1 plus 1 year extension.

Based on a normal operating year Nottingham Catering spends approximately £20k per annum on procurement software and there is provision for this in the existing budget. The current contract is commission based so is linked to the provisions expenditure within the service, the costs for this software are accounted for in the meal prices. Nottingham Catering should take account of any impact on meal prices should the new contract deviate from the existing arrangement.

Procurement of this contract, in adherence to the Council's procurement procedure, will help to ensure that Nottingham Catering is able to deliver on its MTFP position. The contract will need to be reviewed after the initial 3 year period to ensure prices remain competitive and provide value for money, and that the contract is still fit for purpose for the service. Finance will support Catering as necessary.

Advice provided by Matthew Connell (Commercial Business Partner) on 05/05/2021.

IT Advice:

IT support the proposal within this delegated decision with the following caveat.

Depending on the overall requirements IT may need to work with the chosen software supplier to ensure any system integrations work as expected.

IT has provided Procurement with a set of ICT configuration and security compliance documents for inclusion in invitation to tenders made to prospective suppliers. IT also recommends that a Data Protection Impact Assessment be completed for this project as a part of the requirements gathering as this will ensure the solution required meets IT's and the Council's compliance obligations.

Providing that the supplier meets the stated requirements IT are happy to support the delegated decision.

**Advice provided by Rav Ghattaora, IT Technical Services Manager.
Advice entered by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 21/06/2021.**

Procurement Advice:

This procurement raises no concerns. As the value of the contract is £100,000, the Catering Team will be required to follow an open tender process to be compliant with the Contract Procedure Rules. Procurement Team will ensure a compliant and transparent tender process is undertaken and consideration is given to the Procurement Strategy. Advice provided by Louise Dobson (Lead Procurement Officer 28/4/2021)

Signatures

Eunice Campbell-Clark (Portfolio Holder Leisure, Culture and Schools)
SIGNED and Dated 02/07/2021
Dave Halstead (Strategic Director of Neighbourhood Services)
SIGNED and Dated: 02/07/2021