

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	4383
Author:	Paul J. Burrows
Department:	Finance and Resources
Contact:	Paul J. Burrows (Job Title: IT Change, Projects & Strategy Manager, Email: paul.burrows@nottinghamcity.gov.uk, Phone: 01158763153)
Subject:	Electronic Document Management System (EDMS) support contract
Total Value:	£125,000 (Type: Revenue)
Decision Being Taken:	To delegate authority to the Head of the IT Service to enter into a contract through an approved procurement route of up to £125,000 to acquire 5 years maintenance and support for the OpenText RKYV EDMS.
Reasons for the Decision(s)	<p>Nottingham City Council operates the OpenText RKYV EDMS to keep copies of electronic documents in support of its business operations. The documents that are stored relate to a number of different Council services but include a significant number of HR related records some of which contain personal and sensitive data. In order to ensure that the system is maintained, kept up to date with changes in technology, and in receipt of any 'fixes' for identified security risks, the Council has a maintenance contract with the supplier. The opportunity has arisen to change the basis of this support agreement and to enter into a 5 year contract for the systems support and maintenance. This represents the opportunity for the Council to make a considerable saving on the cost of support over 5 years, approximately £190,000. The decision to enter into this contract is required to maintain the necessary support of the system and to achieve a cost saving over time. Whilst this contract is in place an exercise will be undertaken to review the Council's requirement, specify and procure a new contract. It is proposed to make the procurement through the competitive NHS Digital Workplace Solutions Framework which will allow a direct award to be made.</p>
Other Options Considered:	<p>Do nothing. The Council could choose to operate the EDMS without a support contract. This option is not considered prudent as it would potentially put personal and sensitive data at risk. Renew the support contract annually. This option is not considered cost effective as the cost of support acquired on a rolling annual basis would be as great in the first two years as the total cost of acquiring a five year support contract.</p>

<b>Background Papers:</b>	None.
<b>Published Works:</b>	None.
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None.
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	There are no Crime and Disorder Implications.
<b>Equality:</b>	EIA not required. Reasons: This decision is to continue of an existing support service for an IT application system.
<b>Social Value Considerations:</b>	There are no Social Value Considerations associated with this decision.
<b>Any implications affecting IT:</b>	Yes
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes
<b>Call In Expiry date:</b>	04/10/2021
<b>Advice Sought:</b>	Legal, Finance, Procurement, IT
<b>Legal Advice:</b>	Given the total estimated value of the contract, in order to comply with public procurement rules and the Council's Contract Procedure Rules it will be necessary to obtain at least 3 tenders in writing. Alternatively, the Council could procure the services through a framework agreement. Advice provided by Sarah O'Bradaigh (senior solicitor) on 05/08/2021.

**Finance Advice:**

This decision seeks approval to enter into a contract for the maintenance and support of the OpenText RKYV EDMS for the next 5 years. The total value of the decision is £0.125m and the intention is to award via the NHS Digital Workplace Framework. The cost of the contract will be funded in full by the IT Efficiency Fund (ITEF).

The profiling of the above costs have been considered in the ITEF forward plan where applicable which aligns to the current MTFP. It is to be noted however that there are further IT projects within the ITEF forward plan that are yet to be approved. The current balance of the ITEF funding is insufficient to fund all of these projects therefore careful consideration and planning when prioritising projects is critical in order to only spend within the agreed ITEF allocated budget whilst at the same time meeting corporate IT needs. No financial pressure or overspend can occur.

This new contract results in a saving against the current solution due to a change in invoicing, which will now be calculated on usage rather than a corporate basis. This reduction in spend will contribute towards decreasing the current ITEF oversubscription.

Advice provided by Philip Gretton (Finance Analyst) on 20/08/2021.

**IT Advice:**

The IT Service support the proposals made in this delegated decision.

The OpenText RKYV (Castle) system holds a range of data, some personal and sensitive, and so requires its supplier's support for updates and maintenance. The technology base of the product is one supported by the Council.

Advice provided by Winston Smillie and uploaded by Paul J. Burrows (IT Change, Projects & Strategy Manager).

**Procurement Advice:**

Following conversations with IT relating to this procurement, we have established a compliant route to market using the NHS Digital Workplace Framework. This is a framework we have used before and there are no concerns using this.

In addition, it has been identified that we can procure individual licenses rather than an enterprise licence at a significant saving. Advice provided by Louise Dobson (Business Support) on 28/07/2021.

**Signatures**

Sam Webster (PH Finance and Resources)

SIGNED and Dated: 17/09/2021

Clive Heaphy as Chief Finance Officer (Chief Finance Officer)

SIGNED and Dated: 24/09/2021