

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	4582
Author:	Lisa Kitto
Department:	Finance and Resources
Contact:	Lisa Kitto (Job Title: Deputy S151, Email: lisa.kitto@nottinghamcity.gov.uk, Phone: 07824867423)
Subject:	Procurement of Mailroom-Inbound Services (Docs Online)
Total Value:	£178,500 (Type: Revenue)
Decision Being Taken:	To approve the procurement of Revs and Bens Mailroom-Inbound Services (Docs Online) through the Crown Commercial Services (CCS) Data & Application Solutions Framework (RM3821) via catalogue award for a period of 3-years. To Delegate authority to the Corporate Director of Finance and Resources to sign the contract on behalf of the Authority.
Reasons for the Decision(s)	NRB requires a system to be in place to operate and meet the needs of the citizens. NEC are the incumbent provider of the Mailroom Inbound Services process (image scanning). This system goes hand in hand with the Information at Work system (albeit separate contracts as they are provided via different parts of the NEC business) and therefore, require them to provide the ongoing service. Using the CCS framework is a compliant route to market and allows direct award to providers as long as the systems are intrinsically linked and offer value for money. This contract meets both of those requirements. It is anticipated that during this contract period, the Authority will look to approach the market to ensure it is receiving the most economically advantageous service and potentially enter into a procurement process to implement a new inbound/outbound mail service across the Authority. To ensure that the Council has systems in place to enable it to carry out its statutory functions.
Other Options Considered:	Do Nothing - This is not a viable option as the Council would not have a contract for a core financial system. Re-procure another system - the lead in time for this is significant and cannot be completed in time before the current contract expires.
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:	None
Equality:	EIA not required. Reasons: This is a system extension and there are no direct implications on individuals.
Social Value Considerations:	None
Any implications affecting IT:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	<p>No</p> <p>The call-in procedure does not apply to the proposed decision because the delay likely to be caused by the call in process would seriously prejudice the Council's or the public's interests. The Chair of the Overview and Scrutiny Committee (or Vice-Chair) in his/her absence has been consulted and agreed both that the decision proposed is reasonable in all circumstances and that it should be treated as a matter of urgency.</p>
	<p>Person Consulted: Chair of Overview and Scrutiny</p> <p>Consultation Date: 30/03/2022</p> <p>Due to the current contracts expiring on 31 March.</p>
Advice Sought:	Legal, Finance, Procurement, IT
Legal Advice:	<p>Subject to this contract being awarded in accordance with the CCS framework requirements there are no significant legal issues arising.</p> <p>Advice provided by Naomi Vass (Senior Solicitor) on 09/03/2022.</p>

Finance Advice:

This decision seeks approval to enter into a contract for Mailroom-Inbound Services (Docs Online). The cost of this decision is £0.179m over a 3 year period (£0.060m annually) and is to be paid via existing MTFP budget. Due to this, this decision is deemed affordable and no financial pressure will occur as a result.

The use of a CCS framework is a compliant route to market and allows direct award to the provider as the systems are intrinsically linked and offer value for money. Advice provided by Philip Gretton (Finance Analyst) on 07/03/2022.

Procurement Advice:

Procurement Team have been working with Finance to ensure that the procurement of NRB required software is done so in keeping with the CPRs and compliantly within the Regulations. A direct award via the e-market place will the procurement process followed due to NEC being the incumbent provider of the software and the systems being 'intrinsically linked'. There is a larger requirement to review the mail services (incoming and outgoing) requirement in due course. I have no procurement concerns. Advice provided by Louise Dobson (Business Support) on 09/03/2022.

IT Advice:

The IT Service support the proposals contained within this delegated decision.
The IT Service will work with the service and supplier to enable the required products and services to be implemented and operated on the basis of usual IT project work.
Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 21/03/2022.

Signatures

Sam Webster (PH Finance and Resources)
SIGNED and Dated: 30/03/2022
Mel Barrett (Chief Executive)
SIGNED and Dated: 29/03/2022