

Nottingham City Council Delegated Decision



Nottingham
City Council

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| Reference Number: | 3023 |
| Author: | Paul J. Burrows |
| Department: | Strategy and Resources |
| Contact: | Paul J. Burrows (Job Title: IT Change, Projects & Strategy Manager, Email: paul.burrows@nottinghamcity.gov.uk, Phone: 01158763153) |
| Subject: | Contract extension for document management system |
| Total Value: | 80,000 (Type: Revenue) |
| Decision Being Taken: | 1. To dispense with the requirements of Contract Procedure Rule 5.1.2 in accordance with Financial Regulations 3.29 and extend the current contract with Open Text UK Ltd for one year. 2. To delegate authority to the Head of IT to award the contract for the additional maintenance to the supplier. |
| Reasons for the Decision(s) | The current Corporate electronic document management system is in the process of being decommissioned with approximately 50% of records migrated to other systems. An additional period of support for the current system is required whilst the remainder of electronic documents are migrated. Some additional project management resources will be required to plan and manage the migration from OpenText to replacement systems. The cost of the proposal will be met from a pre-approved bid to the IT Efficiency Fund. |
| Other Options Considered: | 1. To operate the Corporate electronic document management system unsupported. In the event of significant system failure the Council would be unable to automatically turn to the systems' supplier for support. Whilst the systems' supplier would be likely to resume support there would be some delay whilst this was put in place with an impact on operational services. The electronic document management system includes operational documents that contain personal and sensitive data and so the the risk associated with them being unavailable should be avoided. For this reason this option was rejected. |
| Background Papers: | None. |

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| Published Works: | Delegated decision 2069, 16 Jul. 2015. |
| Affected Wards: | Citywide |
| Colleague / Councillor Interests: | None. |
| Dispensation from Financial Regulations: | Yes |
| Consultations: | Those not consulted are not directly affected by the decision. |
| Crime and Disorder Implications: | There are no Crime and Disorder implications. |
| Equality: | EIA not required. Reasons: The requested decision is to continue software support for a system already installed and operational. |
| Social Value Considerations: | There are no Social Value Considerations associated with this decision. |
| Major Implications for IT: | Yes |
| Decision Type: | Portfolio Holder |
| Subject to Call In: | Yes |
| Call In Expiry date: | 14/12/2017 |
| Advice Sought: | Legal, Finance, Procurement, IT |
| Legal Advice: | <p>Given the estimated value of the decision, dispensation from CPR 5.1.2 is required under financial regulation 3.29 (operational issues) for the reasons set out by the report author.</p> <p>Advice provided by Sarah O'Bradaigh (senior solicitor) on 31/10/2017.</p> |

Finance Advice:

The value of the decision is based on the cost of extending the contract of 1 year. A bid has been approved to secure funding for this from the IT Efficiency Fund (ITEF). This decision will have no impact on the MTFP or any savings that need to be delivered by IT.

Advice provided by Dee Fretwell (Finance Analyst) on 31/10/2017.

Procurement Advice:

The proposal is a request for a dispensation from contract procedure rule 5.1.2. to extend an existing contract whilst documents are migrated off the system, which is already in progress. Given the operational reasons for this dispensation and the associated value which falls below OJEU thresholds, there are no significant procurement concerns with this proposal. Any future procurement requirements associated with the Council's overall document management project and its latter phases should be tendered and the procurement team will support this process.

Advice provided by Rosalie Parkin (Category Manager) on 16/10/2017.

IT Advice:

The IT service supports this proposal.

Operating systems without technical support presents a risk to data which is mitigated by the presence of a maintenance contract. In 2016/17 a total of 17 incidents were logged with Open Text for assistance, this support would have been unavailable if there was not a maintenance contract in place.

Advice provided by Winston Smillie (Supplies and Contracts Manager) on 16/10/2017

Signatures

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| Toby Neal (Portfolio Holder for Community & Customer Services) |
| SIGNED and Dated: 07/12/2017 |
| Candida Brudenell (Corporate Director for Strategy and Resources) |
| SIGNED and Dated: 07/12/2017 |
| Theresa Channell (Head of Corporate and Strategic Finance) - Dispensation from Financial Regulations |
| SIGNED and Dated: 01/11/2017 |
| Chief Finance Officer's Comments: |