

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

3035

Author:

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Department:

Strategy and Resources

Contact:

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Subject:

Software Asset Management System

Total Value:

£686,000 (Type: Capital and Revenue)

Decision Being Taken:

- 1) To go out to tender to Procure a Software Asset Management system (SAM), to make savings on expenditure, for a three year period with an option to renew for a further two year period
- 2) To delegate to the Head of IT to award the contract to the successful tenderer.

Reasons for the Decision(s)

The Council can make savings by more effective asset management. NCC (and its affiliates) runs many application systems and currently spend over £1M per year on Microsoft and Oracle licenses. Many other systems are operated on the basis of a licence. Industry research indicates savings of up to 30% of spend by implementation of an automated asset management system (Gartner, Top10 IT Cost optimisations (2016))

The Council needs to ensure and demonstrate to suppliers that the Council is adequately licenced for the software that it uses. A SAM solution is a system, framework and set of processes used to manage the life cycle of software assets. SAM activities include financial, physical, licensing and contractual aspects of software. A SAM tool will gather software information then automate many of the required tasks to maintain legal compliance, reduce software expenditure and improve software related internal processes.

The solution can also be used to record IT hardware assets including mobile devices. NCC would now like to procure a SAM solution as this will enable us to manage the IT software and hardware estate more efficiently and achieve cost savings and ensure we are legally complaint and avoid any potential fines from vendors. The solution will also provide support for the council including any Software Audits from the Software vendors and any other software licence risks.

The Solution will also help IT Services manage and advise on Software risks and methods of optimising software for saving money for the Council and its affiliates.

The costs also include a Project Management resource to manage the organisation, collection and uploading of all NCC business software data and overseeing the systems technical design and installation into the agreed solution.

Other Options Considered:

Option 1 - Do nothing (REJECTED) - Presently NCC does not have satisfactory records that show exactly what computers are in use and what software is installed.

Option 2 - Purchase a SAM solution. This is the desired option as it will enable NCC to improve its knowledge of the deployment and utilisation of software across the whole organisation. With this improved knowledge NCC can reduce expenditure and still enable colleagues to have the software they need to fulfil their duties. This process is referred to as 'license re-harvesting'.

Background Papers:

Published Works:

none

Affected Wards:

Citywide

Colleague / Councillor Interests:

Consultations:	Those not consulted are not directly affected by the decision.
Crime and Disorder Implications:	There are no Crime and Disorder implementations
Equality:	EIA not required. Reasons: Purchase of Software system not directly used by colleagues and citizens
Major Implications for IT:	Yes
Decision Type:	Portfolio Holder
Subject to Call In:	Yes
Call In Expiry date:	02/01/2018
Advice Sought:	Legal, Finance, Procurement, IT
Legal Advice:	<p>Provided teh procurement adheres to the provisions of the Public Contracts Regulations, it is not considered tah this procurement gives rise to any significant legal concerns.</p> <p>Legal will be available ot assist with the procurement. Advice provided by Brian Lewis Stewart (Solicitor) on 05/12/2017.</p>
Finance Advice:	<p>The total cost of this decision is anticipated to be £686k over the 5 year period.</p> <p>£650k capital and £36k revenue costs will be met from the IT Efficiency Fund (ITEF). There is approval in place for the ITEF spend over the next 5 years and this has been included on the forward plan.</p> <p>Value for money will be achieved through the competitive tender process.</p> <p>Advice provided by Hayley Mason (Strategic Finance Business Partner) on 11/12/2017. Advice provided by Hayley Mason (Strategic Finance Business Partner) on 11/12/2017.</p>
Procurement Advice:	<p>The report author has already engaged with procurement to ensure compliance with the Council's financial regulations and contract procedure rules. Use of compliant third-party frameworks, such as those offered by CCS, is allowed under clause 3.8 of Contract Procedure Rules. Procurement supports the use of third-party frameworks in appropriate situations and where it can be demonstrated that they provide value for money. Advice provided by Lauren Wheatcroft (Procurement Officer) on 05/12/2017.</p>

IT Advice:

The IT Service support the proposal contained within this delegated decision.
The City Council has a large estate of PCs, mobile devices and servers with a dynamic workforce based in a variety of locations as well as working from home and on a mobile basis using a wide variety of soft and hardware assets. To manage this complex environment an automated asset management tool will enable the Council to work more efficiently and effectively. The information provided will also enable the Council to undertake procurement more effectively by providing a reliable and up to date data set of the assets employed and required. Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 05/12/2017.

Signatures

Toby Neal (Portfolio Holder for Community & Customer Services)
SIGNED and Dated: 15/12/2017
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 15/12/2017