

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:

3188

Author:

Anne Clarke

Department:

Strategy and Resources

Contact:

Anne Clarke

(Job Title: Team Leader, Email: anne.clarke@nottinghamcity.gov.uk, Phone: 01158763155)

Subject:

Contract extension for document management system for the period 1 September 2018- 30 October 2020

Total Value:

£120,000 (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 a further period of two years.
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. We are in the process of moving our financial system to Oracle Cloud (Fit for the Future) .This will take approx. 18 months to implement and once this is implemented we wish to move our document management system to the same platform. Until this is implemented we wish to continue with the support for a further period of two years. Some additional project management resources will be required to plan and manage the migration from OpenText to the replacement system.

The cost of the proposal will be met from 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:

N/A

Published Works:

Delegated Decision 3023 - Contract extension for Document Management System - December 2017

Affected Wards:

Citywide

Colleague / Councillor Interests:

N/A

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.

Any implications affecting IT:

Yes

Decision Type:

Portfolio Holder

Subject to Call In: Yes

Call In Expiry date: 25/06/2018

Advice Sought: Legal, Finance, Procurement, IT

Legal Advice: This decision does not raise significant legal issues. It is understood from discussions with the report author that the document management system is owned by Open Text and therefore Open Text has the exclusive right to support and maintain it and on that basis a direct award is permissible. Advice provided by Andrew James (Team Leader Contracts and Commercial) on 24/05/2018.

Finance Advice: This decision seeks approval to extend the current document management system contract for a period of 2 years and 2 months from 1st September 2018 to 30th October 2020. The total value of this decision is £120,000 and it is proposed that the full cost of this decision is met from the IT Efficiency Fund. The full £120,000 has been accounted for and is profiled within this reserve.

Exemption from Contract Procedure Rule 5.1.2 is sought in accordance with Financial Regulation 3.29 on the grounds that the supplier has intellectual property rights over the software and is the sole provider of system support.

Although this contract extension will not be subject to a full tendering process, value for money will still need to be secured and any contract extension fit for purpose.

The proposed extension will allow the Council to move to the new Oracle Cloud system as part of the Fit for the Future project, which is expected to take 18months. It is then intended to move the document management system to the same platform.

Advice provided by Paul Frith (Commerical Business Partner) on 23/05/2018.

Procurement Advice: The proposal is a request for a dispensation from contract procedure rule 5.1.2 to extend an existing contract. This extension will allow time for the system to be migrated to Oracle Cloud under the Fit for the Future project. As such there are no significant procurement concerns. Due to the overall value and the proposed length of extension, there should be minimal risk to the Council. Advice provided by Lauren Wheatcroft (Procurement Officer) on 04/06/2018.

IT Advice: The IT Service supports the proposals made in this delegated decision. The OpenText system is a document management system that has been used for a number of years by the Council. The bulk of electronic documents in the system relate to financial transactions and human resource records. Maintaining the operation of the current OpenText system will ensure that the existing system remains reliable and that expertise can be called upon to support any work required around migration from it to other systems. It is anticipated that financial and human resource records on Opentext will be in scope for consideration by the 'Fit for the Future' project for either migration to the new Enterprise Resource Package or migration to an alternative archive solution. Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 17/05/2018.

Signatures Toby Neal (Portfolio Holder for Community Protection)
SIGNED and Dated: 18/06/2018

Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 08/06/2018
Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 14/06/2018
Chief Finance Officer's Comments: