

Nottingham City Council Delegated Decision



Nottingham
City Council

Reference Number:	3231
Author:	Nancy Barnard
Department:	Strategy and Resources
Contact:	Nancy Barnard (Job Title: Governance Manager, Email: nancy.barnard@nottinghamcity.gov.uk, Phone: 01158764312)
Subject:	Renewal of contract for maintenance of the Modern.gov committee management system
Total Value:	£35,050 over five years (Type: Revenue)
Decision Being Taken:	To approve the renewal of the maintenance contract with Modern Mindset for the Modern.gov committee management system for a further five years. To grant dispensation from Contract Procedure Rule 5.1.1, in accordance with Financial Regulation 3.29, to award the contract directly to Modern Mindset.
Reasons for the Decision(s)	In August 2013 a decision was taken to purchase the Modern.gov committee management system, and maintenance of the system for up to five years. This approval is shortly due to expire and this decision seeks approval to renew the contract for a further five years. A discounted rate has been secured in return for a five year commitment. Modern.gov was purchased primarily as a means of collating, publishing and distributing papers for formal council meetings. Virtually all councillors now receive papers electronically via a modern.gov app, generating savings in print costs and the system has worked reliably and satisfactorily for the duration of the contract. Since the purchase the number of features of Modern.gov being used by the Council has been expanded meaning that it is now used for the publication of decisions, the management and publication of petitions, registration of interests and the management of all reports prior to them being added to meeting agenda. Dispensation is required to award the contract directly to Modern Mindset as the only suppliers of maintenance of the system.
Other Options Considered:	Not to renew the maintenance contract - this option was rejected as to continue using modern.gov requires maintenance of the system. No other companies offer this service. To seek an alternative committee management system - this option was rejected due to satisfaction with Modern.gov and the additional costs that would come with purchasing and installing an new system as well as the significant training time that would be required for all system users.

Background Papers: **None**

Published Works: **Delegated decision number 0935 - Purchase of 'Modern.Gov' Democratic Management System.**

Affected Wards: **Citywide**

Colleague / Councillor Interests: **None**

Dispensation from Financial Regulations: **Yes**

Consultations:
Date: 12/07/2018
Minority Groups: Cllr Andrew Rule - Leader of the Conservative Group
Supportive of the proposals.

Date: 06/07/2018
Other: Majority Group office
Supportive of the proposals

The decision is not proposing any change to existing arrangements.

Crime and Disorder Implications: **None**

Equality: **EIA not required. Reasons: This decision is to continue with existing arrangements. It is not proposing any change to services, policies or practices.**

Social Value Considerations: **Not applicable**

Any implications affecting IT: **Yes**

Decision Type: **Portfolio Holder**

Subject to Call In:

Yes

Call In Expiry date:

20/08/2018

Advice Sought:

Legal, Finance, Procurement, IT

Legal Advice:

The proposals in this report raise no significant legal issues and are supported.

The committee management system has proved a valuable asset to the Council in managing Council meeting papers. The current maintenance contract is due to expire. The Council would like to extend the maintenance contract for a further 5 years to ensure continued maintenance of the system without the need to purchase a new system which would involve substantial costs and additional resources to implement. It is understood that there are no other suppliers in the market who would be able to maintain the existing system.

A reduced contract rate has been secured which remains well below the EU Procurement threshold and so for the reasons given in the report, dispensation from Financial Regulations in accordance with the Contract Procedure Rules, is supported.

Advice provided by Dionne Claire Screamon (Solicitor) on 17/07/2018.

Finance Advice:

This report seeks approval to extend the current contract for modern.gov, the committee management system for a period of 5 years.

The total cost of this decision is £35,050 over the 5 year period and there is sufficient resource to cover this cost within existing Legal & Governance budgets and as incorporated in the MTFP.

Although this contract renewal has resulted in a discounted rate, the contract should be monitored on a regular basis to ensure that it continues to provide value for money and is still the most suitable option for the organisation.

Dispensation from contract procedure rules (5.1.1) in accordance with Financial Regulation (3.29) is requested and is deemed appropriate in these circumstances due to reasons outlined by the report author

Advice provided by Hayley Mason (Strategic Finance Business Partner) on 25/07/2018.

IT Advice:

The IT Service support the proposal made within this delegated decision.

The current Modern.gov product is compatible with the infrastructure and other products used by the Council. Continuing with a proven product eliminates the technical risk associated with a change to another.

Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 12/07/2018.

Procurement Advice:

This report seeks approval, using clause 3.29 of the financial procedure rules on grounds of operational issues for a value below key decision level, to dispense with the requirement under clause 5.1.1 under the contract procedure rules to seek three quotes/ tender responses for the reasons as outlined in this report. If dispensation is granted, then the requirements of the contract procedure rules will be satisfied and there will be no procurement concerns. Advice provided by Mabs Karim (Procurement Officer) on 23/07/2018.

Signatures

Graham Chapman (PH for Finance, Resources and Commercial Services)
SIGNED and Dated: 13/08/2018
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 10/08/2018
Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 01/08/2018
Chief Finance Officer's Comments: