

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

<b>Reference Number:</b>	<b>3529</b>
<b>Author:</b>	<b>Sarah Wilson</b>
<b>Department:</b>	<b>Strategy and Resources</b>
<b>Contact:</b>	<b>Sarah Wilson</b> <b>(Job Title: Electoral Services Manager, Email: sarah.wilson@nottinghamcity.gov.uk, Phone: 64308)</b>
<b>Subject:</b>	<b>Renewal of contract for maintenance of the Xpress elections management system</b>
<b>Total Value:</b>	<b>Up to £74,707.87 over five years (Type: Revenue)</b>
<b>Decision Being Taken:</b>	<b>To approve the renewal of the maintenance contract with Xpress Software Solutions for the Xpress election and registration management system for a further 5 years.</b> <b>To grant dispensation from Contract Procedure Rule 5.1.1, in accordance with Financial Regulation 3.29, to award the contract directly to Xpress Software Solutions .</b>
<b>Reasons for the Decision(s)</b>	<b>Delegated decision number 1610 records a decision to purchase the Xpress elections and registration management system, and maintenance of the system. This approval has now expired and this decision seeks approval to renew the maintenance contract for a further 5 years. A discounted rate has been secured in return for a five year commitment. A price breakdown per year is attached.</b> <b>Xpress was purchased as a means of managing the Electoral Register and local and national elections and referenda. The system has worked reliably and satisfactorily for the duration of the current contract. Since the purchase the number of features of Xpress being used by the Council has been expanded to include use of the count module and management of staffing.</b> <b>Dispensation is required to award the contract directly to Xpress Software Solutions as the only suppliers of maintenance of the system.</b>
<b>Briefing notes documents:</b>	<b>Xpress price breakdown.pdf</b>

<b>Other Options Considered:</b>	<p>Not to renew the maintenance contract - this option was rejected as to continue using Xpress requires maintenance of the system. No other companies offer this service.</p> <p>To seek an alternative elections and registration management system - this option was rejected due to satisfaction with Xpress 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.</p>
<b>Background Papers:</b>	None
<b>Published Works:</b>	Delegated decision 1610
<b>Affected Wards:</b>	Citywide
<b>Colleague / Councillor Interests:</b>	None
<b>Dispensation from Financial Regulations:</b>	Yes
<b>Consultations:</b>	Those not consulted are not directly affected by the decision.
<b>Crime and Disorder Implications:</b>	None
<b>Equality:</b>	EIA not required. Reasons: This decision is to continue with existing arrangements. It is not proposing any change to services, policies or practices.
<b>Social Value Considerations:</b>	N/A
<b>Any implications affecting IT:</b>	Yes
<b>Decision Type:</b>	Portfolio Holder
<b>Subject to Call In:</b>	Yes

**Call In Expiry date:** 29/05/2019

**Advice Sought:** Legal, Finance, Procurement, IT

**Legal Advice:** This report does not raise any significant legal issues as the dispensation to make a direct award to Xpress Software Solutions Ltd is permissible in accordance with public contracts regulations 2015. Advice provided by Andrew James(Legal Team Leader) on 02/04/2019.

**Finance Advice:** The annual cost of renewing this contract is £14,500 in 2019/20 rising to £15,389 in 2023/24, a total of £74,708 over the 5 year. This represents a reduced cost on the expired contract price (which was annually over £16k). Existing base budget within the Electoral Registration service funds this contract.  
  
Dispensation from Contract Procedure Rule 5.1.1, in accordance with Financial Regulation 3.29 is sought to directly award the contract to Xpress Software Solutions Ltd as they are the only supplier who can provide this service. Advice provided by Philip Gretton (Finance Analyst) on 17/04/2019.

**IT Advice:** The IT Service support the proposals made within this delegated decision.  
The Xpress Elections Management System has proven itself to be successful and is a product which has benefits from a number of improvements that have added to its functionality.  
Advice provided by Paul J. Burrows (IT Change, Projects & Strategy Manager) on 28/03/2019.

**Procurement Advice:** A dispensation from Contract Procedure Rule 5.1.1, in accordance with Financial Regulation 3.29, to award the contract directly to Xpress Software Solutions is required for the ongoing support amd maintenance of the system.  
  
This decision is supported by the Procurement Team.  
Advice provided by Paul Ritchie (Lead Procurement Officer) on 02/04/2019.

**Signatures**

Sally Longford (PH for Energy, Environment and Democratic Services)
SIGNED and Dated: 21/05/2019
Candida Brudenell (Corporate Director for Strategy and Resources)
SIGNED and Dated: 21/05/2019
Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations
SIGNED and Dated: 25/04/2019
Chief Finance Officer's Comments: