

Finance and Resources Committee

10.00am, Thursday 14 January, 2016

Award of Contract for consultancy in relation to the transition to new ICT provider

Item number	7.21
Report number	
Executive/routine	
Wards	

Executive summary

Committee approval is requested for the award of a contract to Progress Business Solutions Ltd (PBS) to provide consultancy services to assist the Council complete its ICT Procurement and transition to new partner, CGI. PBS have played a critical role in developing the Council's ICT & Digital strategy and advising throughout procurement and are uniquely placed to advise the Council through the critically important transition stage in 2016. This contract will be for a period of 6 months.

Links

Coalition pledges	P35
Council outcomes	CO5, CO6, CO9, CO15, CO20, CO23, CO24
Single Outcome Agreement	

Award of Contract for consultancy in relation to the transition to new ICT provider

Recommendations

- 1.1 It is recommended that the Finance and Resource committee;
 - 1.1.1 Approves the award of a contract to PBS from 14 January 2016 until 30 June 2016 to provide technical and commercial advice to assist with the transition of the Council's ICT services to new provider, CGI.

Background

- 2.1 PBS is owned and operated by Steve Langmead. PBS have to date, provided advisory services which have been instrumental in the development of the ICT & Digital Strategy and in planning, designing and implementing the procurement exercise to establish a new ICT partnership for the Council beyond the current contract with BT which is due to expire on 31 March 2016.

Main report

- 3.1 PBS has been a key strategic advisor to the Council supporting the development of the Council's ICT & Digital Strategy and also providing support and advice throughout the ICT procurement which led to the award of contract to the Council's new provider, CGI. It will be in the Council's best interests to leverage the knowledge and expertise that PBS have built up by ensuring continued support for the transition of the Council's ICT services from the incumbent supplier to the new provider, CGI. PBS is uniquely placed to maintain the momentum required to ensure this vital change programme is delivered on time and on budget to help the Council successfully meet its significant financial challenges.
- 3.2 The award of this contract is deemed to be in the Council's best interests to secure the successful delivery of this vitally important element of the ICT & Digital procurement. PBS is uniquely placed to provide the necessary support due to their involvement in the development of the ICT & Digital strategy and procurement and also their track record of successful delivery in supporting the Council on a variety of strategic initiatives to date. It is considered that to change providers now would be neither practical nor cost effective. It is therefore

recommended that the Finance and Resources Committee waive the application of Contract Standing Orders and approve award of this contract to PBS.

Measures of success

- 4.1 Successful transition to new ICT partner, CGI by 1 April 2016.
- 4.2 Ensuring stability in service provision and governance following transition to CGI.
- 4.3 PBS has already demonstrated a proven track record of delivery of savings on the Council's ICT related procurements.

Financial impact

- 5.1 The contract will be operated as a 24 day call-off contract at a maximum total cost of £27,000. The contract will expire on 30 June 2016.
- 5.2 The costs associated with procuring this contract are estimated at less than £10,000.
- 5.3 Positive financial impact from providing reassurance of successful transition which will be critical to enabling ICT procurement savings to be delivered.

Risk, policy, compliance and governance impact

- 6.1 The following risks have been identified as potential issues to the Council as to the successful delivery of the contract:

Risk	Mitigating Action
Key personnel may leave the supplier	The key person (Steve Langmead) owns PBS and so is highly unlikely to be unavailable to undertake the contracted work. The contract specifies the services must be delivered by Mr. Langmead and that no substitute will be allowed.
Key personnel may become incapacitated	Risk deemed to be very low based on historic performance. The contract specifies that PBS will not receive payment for any period the services are not delivered, for whatever reason.
Key personnel may be deflected on other business activities	The contract specifies that Council business must take priority over all other business and that PBS will not receive payment for any period the services are not delivered, for whatever reason.
Council does not	Resource requirements identified and secured for

adequately resource the ICT transition.	the relevant transition initiatives.
Risk of challenge	Deemed to be low due to the unique circumstances pertaining to PBS's experience of and involvement in this key Council project.

Equalities impact

7.1 There is no relationship to the public sector general equality duty to the matters described in this report and no direct equalities impact arising from this report.

Sustainability impact

8.1 There are no adverse environmental outcomes arising from this report.

Consultation and engagement

9.1 Not applicable.

Background reading/external references

None.

Hugh Dunn

Acting Executive Director of Resources

Danny Gallacher, Interim Head of Customer Services

E-mail: danny.gallacher@edinburgh.gov.uk | Tel: 0131 469 5006

Links

Coalition pledges	P30 - Continue to maintain a sound financial position including long-term financial planning
Council outcomes	CO25
Single Outcome Agreement	Our public services are high quality, continually improving, efficient and responsive to local people's needs.
Appendices	