

OFFICER DECISION RECORD 1 FORM

This form should be used to record Officer Decisions in Excess of £100k (but below the key decision threshold), or where required by Financial, Contract or other Procedure Rules or following formal delegation from Cabinet or a Cabinet Member or a Council Committee.

Decision Reference No: e.g. Directorate/Ref No/Year - CR/559/07/22

BOX 1

DIRECTORATE: Corporate Resources

DATE: 15th July 2022

Contact Name: Steven Brown

Tel. No.: 01302 737902

Subject Matter: Award new ERP Contract to Advanced Business Solutions Ltd.

BOX 2**DECISION TAKEN**

To award a contract to Advanced Business Software and Solutions Ltd to commence on 1st August 2022 for the continuation of external hosting and support/maintenance for the Councils existing ERP solution using the Crown Commercial Services Framework RM3821.

The initial contract term is 5 years with the option to extend up to a full term of 7 years (2 x 12 months extensions to the initial term).

BOX 3**REASON FOR THE DECISION**

The ERP Solution is currently business critical technology used by the Council, St Leger Homes and Children's Trust for financial processing (including ordering services, making payments and receiving payments) and the repository of financial records.

The ERP Solution is a combination of systems provided by Advanced Business Solutions including the E5 Finance Suite, Collaborative Planning (Budget Monitoring Tool), Version One Suite (Document Management), SICLOPS (Operation Job Management) and Jasper Reporting Tool.

By awarding a new contract to Advanced we will be ensuring the Council, St Leger Homes and Children's Trust have continued access and support for these business critical systems for 5 to 7 years from 1st August 2022.

It should be noted that the Council has already purchased perpetual licences for the software (as part of the ERP tender exercise in 2012) so the new contract is purely for the continuation of services from Advanced to support and host the software licences owned by the Council.

Without access to the ERP solution the Council risks not being able to record financial records or undertake financial processes e.g. payments to suppliers.

The current annual cost for the ERP Solution is £322k which is funded from the centralised ICT support budget and there is the option to extend the current control for a final year at a cost of £351k.

By moving to a new longer term contract with Advanced via the Crown Commercial Services framework the Council is able to reduce next year's annual costs from £351k to £307k which represents a £44k (12.5%) reduction in annual costs.

The new contract will be subject to annual increases in line with RPI which will be included in the budget proposals each year.

BOX 4

ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

Do Nothing

Utilise the final existing contract extension option which would cost the Council £42k more than switching to a new longer term contract. The Council would still need to renew the contract with Advanced so there is little benefit in this option.

Alternative Procurement routes

The Council has already made a substantial investment in the existing solution purchased from Advanced Business Solutions and is confident that the existing system is adequately meeting the functional requirements of the required ERP solution so this option has been considered and rejected at this decision point but will be reconsidered prior to the expiry of the recommended new contract option.

BOX 5

LEGAL IMPLICATIONS

Section 1 of the Localism Act 2011 provides the Council with a general power of competence, allowing the Council to do anything that individuals generally may do. Section 111 of the Local Government Act 1972 gives the Council power to purchase goods and services.

The appointment will be made using the crown commercial services Framework. Frameworks are arrangements set up in accordance with Public Contract Regulations 2015, which will allow the Council to contract without the need to run a separate tender. The procurement department has confirmed that a direct call-off can be completed with the Supplier for the services outlined in this report.

The Council must adhere to strict compliance with the rules of the crown commercial services framework and the Public Contracts Regulations 2015 if this procurement is to remain compliant.

The Council shall be liable for the acts and omissions of St Leger and DCST under the terms of the call-off contract. St Leger and DCST only have limited rights under the call-off contract i.e. licence rights and data protection provisions.

Following contract signature, the project manager should be completely familiar with the contractual terms in order to protect the interests of the Council and enforce any terms as and when necessary.

Name: Paula Ablett _____ **Signature: By email** _____ **Date: 21.07.22**

Signature of Assistant Director of Legal and Democratic Services (or representative)

BOX 6

FINANCIAL IMPLICATIONS:

The current annual cost for the ERP Solution is £322k which is funded from the centralised ICT budget for applications and licencing. If the proposed contract extension is not taken this cost will increase to £351k in the next financial year.

The proposed contract extension annual costs will be £307k in the first year which is a saving of £15k against the current costs and provides a further saving of £44k against the contract cost if no action was taken.

The new contract value of £307k will be subject to annual increases in line with RPI which will be included in the budget proposals each year.

Name: Clare Rosser **Signature: by email** **Date: 21st July 2022**

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

BOX 7

OTHER RELEVANT IMPLICATIONS

TECHNOLOGY

It is essential that there is continuation of service for this business-critical solution until such time as it no longer meets business, technical or strategic requirements and/or delivers value for money. The author has confirmed that the proposal for a new contract for up to 7 years provides the most economical option available and as such is fully supported by Digital & ICT. There are no specific technology implications in relation to the new contract. However, future upgrades will continue to be needed as part of the Technology Forward Plan.

Name: Peter Ward **Signature: By email** **Date: 15/07/22**

Signature of Assistant Director of Customers, Digital & ICT (or representative)

PROCUREMENT

The award of this contract will be conducted in line with Contract Procedure Rule 17.5 Contracts valued over £177,898 which stipulates a tender must be completed or award via a compliant Framework.

Procurement are working with the report author to complete all procurement activity via CCS Framework RM3821 and therefore supports the award of this contract for a period of 7 years.

Name: Jemma Kirkham

Signature: By email

Date: 18/07/2022

Signature of Chief Financial Officer and Assistant Director of Finance (or representative)

ANY IMPLICATIONS SENT TO DEPARTMENTS SHOULD GENERALLY BE SUBMITTED AT LEAST 5 WORKING DAYS IN ADVANCE TO ENSURE THESE CAN BE GIVEN THE RELEVANT CONSIDERATION.

BOX 8

EQUALITY IMPLICATIONS: (To be completed by the author).

None

BOX 9

RISK IMPLICATIONS: (To be completed by the author)

None

BOX 10

CONSULTATION

The following senior managers and service representatives have been consulted in support of this decision

- Director of Corporate Resources
- Chief Finance Officer & Assistant Director of Finance
- Assistant Director of Customers, ICT & Digital
- Legal Services
- Strategic Procurement Team
- Financial Systems Team
- End users and transactional processing subject matter experts

BOX 11

INFORMATION NOT FOR PUBLICATION

It is in the public's interest to be aware of this decision under the Freedom of Information Act 2000. There are no applicable exemptions, therefore the decision will be published in full redacting signatures only.

Name: C.Cowan

Signature: FM/FP&C (by email)

Date: 25/07/2022

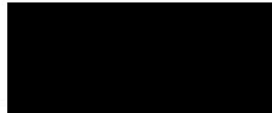
Signature of FOI Lead Officer for service area where ODR originates

**BOX 12
BACKGROUND PAPERS**

No background papers included.

**BOX 13
AUTHORISATION**

Name: Faye Tyas Signature :



Date: 25.07.22

Assistant Director of Finance

Does this decision require authorisation by the Chief Financial Officer or other Officer

NO

If yes please authorise below:

Name: _____ Signature: _____ Date: _____

Director/Assistant Director of _____

Consultation with Relevant Member(s)

Name: _____ Signature: _____ Date: _____

Designation _____

Declaration of Interest YES/NO

If YES please give details below:

PLEASE NOTE THIS FORM WILL BE PUBLISHED ON THE COUNCIL'S WEBSITE IN FULL UNLESS IT CONTAINS EXEMPT OR CONFIDENTIAL INFORMATION.

Once completed a PDF copy of this form and any relevant background papers should be forwarded to Governance Services at Democratic.Services@doncaster.gov.uk who will arrange publication.

It is the responsibility of the decision taker to clearly identify any information that is confidential or exempt and should be redacted before publication.