

**To: Finance, Resources and Customer Services Policy Board**

**On: 30<sup>th</sup> March 2023**

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**Report by: Chief Executive and Director of Finance and Resources**

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**Heading: License, Support and Maintenance of NEC Document Management (info@work) (RC-CPU-22-279)**

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**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to homologate a decision of the Director of Finance and Resources to award a negotiated contract on 7<sup>th</sup> March 2023 for the License, Support and Maintenance of NEC Document Management (info@work) to NEC Software Solutions UK Limited.
- 1.2 A Contract Strategy was approved by the Head of Digital, Transformation and Customer Services and the Strategic Commercial & Procurement Manager on 2<sup>nd</sup> March 2023.
- 1.3 A Request to Negotiate was approved by the Head of Policy and Commissioning on 3<sup>rd</sup> March 2023.
- 1.4 The recommendation to award this Contract follows a procurement exercise under regulation 33 (1) (b) (ii) of the Public Contracts (Scotland) Regulations 2015.
- 1.5 The recommendation was discussed and agreed with the Convener and Depute Convener of the Finance, Resources and Customer Services Policy Board prior to award of the contract.

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## 2. **Recommendations**

The Finance, Resources and Customer Services Policy Board is requested to:

- 2.1 Homologate the decision taken by the Director of Finance and Resources to award a contract for the License, Support and Maintenance of NEC Document Management (info@work) to NEC Software Solutions UK Limited.
- 2.2 Note the contract value will be up to £216,508.19 excluding VAT.
- 2.3 Note the contract will commence on 1<sup>st</sup> April 2023 and will expire on 31<sup>st</sup> March 2026.

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## 3. **Background**

- 3.1 This contract is for the licence, support and maintenance of the NEC Document Management system. The system enables Renfrewshire Council to capture, manage, store, deliver and share business-process information, content, documents and records.
- 3.2 The Council originally entered into a contract with NEC Software Solutions UK Limited, previously known as Northgate Public Services Limited, for the Info@work system in March 2002. The software links into many of the Council's software systems and NEC Software Solutions UK Limited is the only supplier who can provide the licensing, support and maintenance for the Document Management system.
- 3.3 The contract is usually renewed annually with an index linked price increase applied however this year NEC Software Solutions UK Limited has offered a 3-year contract with no increases to pricing for years 2 and 3. Each year is normally subject to RPI indexation and this contract will ensure a saving to the Council for years 2 and 3 as there will be no inflationary increases.
- 3.4 The current contract expires on the 31<sup>st</sup> March 2023 and in order to achieve the saving of the negotiated fixed price, the contract needed to be awarded in advance of the Board date, in order for the contract to commence on the 1<sup>st</sup> April 2023.

- 3.5 On 31<sup>st</sup> January 2023 the Head of Digital, Transformation and Customer Services and the Strategic Commercial & Procurement Manager met with the Convener and Depute Convener of the Finance, Resources and Customer Services Policy Board to advise of the requirement. Following this briefing, both agreed with the proposed approach.
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### **Implications of the Report**

1. **Financial** – Costs in respect of the Contract will be met from the ICT revenue budget.
2. **HR & Organisational Development** - No HR & Organisational development implications have arisen or are anticipated.
3. **Community/Council Planning** –
  - *Working together to improve outcomes* - this contract will provide necessary licences, support, and maintenance to allow the Council to operate the required technology.
4. **Legal** – This procurement process was conducted in accordance with The Public Contracts (Scotland) Regulations 2015, Regulation 33 (1) (b) (ii).
5. **Property/Assets** - None
6. **Information Technology** – the contract will provide necessary licence, support and maintenance of the Document Management system.
7. **Equality & Human Rights** -
  - (a) The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report.
8. **Health & Safety** – Not applicable.

9. **Procurement** – The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of regulatory requirements and the Council's Standing Orders Relating to Contracts.
10. **Risk** – not applicable
11. **Privacy Impact** – No Privacy Impact implications have been identified or are anticipated
12. **Cosla Policy Position** –Not Applicable.
13. **Climate Change** – No climate change implications were noted as part of this Contract.

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#### **List of Background Papers**

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