
To: Finance, Resources and Customer Services Policy Board

On: 2nd September 2020

Report by: The Chief Executive and the Director of Finance and Resources

Heading: Contract Authorisation Report for a Contract to provide Advanced Automation Technology (RC-CPU-20-074)

1. Summary

- 1.1 The purpose of this report is to seek approval of the Finance, Resources and Customer Services Policy Board to award a contract for Advanced Automation Technology.
- 1.2 The recommendation to award a contract follows a procurement exercise which was conducted in accordance with the Crown Commercial Services G-Cloud 11 Framework Agreement (the Framework") RM1557.11, Lot 2 using the Framework's call off contract direct award ordering process and Renfrewshire Council's Standing Orders Relating to Contracts for an above EU Threshold Contract for Services.
- 1.3 The Contract Strategy was approved and signed by the Head of Customer and Business Services and the Procurement Operations Manager on the 13th July 2020.
-

2. Recommendations

It is recommended that the Finance, Resources and Customer Services Policy Board authorise:

- 2.1 The Head of Corporate Governance to Award the Call Off Contract for Advanced Automation Technology following a direct award under Lot 2 of the Crown Commercial Services G-Cloud 11 Framework Agreement (RM1557.11) to Blue Prism Cloud Limited (formerly known as Thoughtonomy Limited) and subject to the Call Off Contract award process under this Framework.
- 2.2 The initial contract term of 24 (twenty four) months with the Council option to extend on two (2) separate occasions up to 12 (twelve) months and the anticipated Call Off start date of no later than 24 September 2020 to replace the existing contract, with the actual date to be confirmed in the Order Form accompanying the Council's letter of acceptance.
- 2.3 The initial value for the 24 month contract, which will not exceed £207,000 excluding VAT. Where the options to extend are utilised, the additional value will not exceed £105,000 excluding VAT for each 12-month period, therefore if the full extension is taken up, the total value excluding VAT for 48 months will be £417,000 excluding VAT.

3. Background

- 3.1 Advanced Automation Technology is an operational tool which, once fully optimised will bring significant benefits to the Council. The tool helps develop new ways of reducing routine manual processes by automating administrative, logic-based tasks currently within the Customer and Business Services division and it is proposed under this new contract to expand the use across this and potentially other service areas.
- 3.2 A team in Customer and Business Services was specifically created to develop processes and were selected due to the high volume of manual activities performed within their section. Over the last 2 years, the team has developed and customised a number of processes and as a result this has reduced the extent of manual processes using the advanced automation tool in conjunction with Blue Prism Licences and their platform to build these new processes. Renfrewshire Council is among the first public sector contracting authorities in Scotland to have implemented this tool, enabling the Council to share information and lessons learned with other Councils.

- 3.3 The Council's current contract for Advanced Automation Technology expires on 23rd September 2020. The current contract service provider is Blue Prism Cloud Limited (formerly known as Thoughtonomy Limited).
- 3.4 A review of the procurement options identified that the Crown Commercial Services G-Cloud 11 Framework Agreement RM1557.11 (Framework) could be utilised to make a direct award under Lot 2 after using the Call Off Contract award process under this Framework. Any call off contract placed under the Framework will have a maximum initial term of 24 months with up to two (2) extension allowed, each of no more than 12 months.
- 3.5 The Framework is an agreement consisting of 3 distinct lots that allows UK Public sector bodies to choose and purchase cloud computing services covering infrastructure, platform, software and specialist cloud services.
- 3.6 The supplier was identified in accordance with the Framework's Call Off Contract award process under this Framework using Key words under Lot 2 as detailed below, which identified one supplier who could meet the Council's requirements:

Search Criteria No	Search Criteria Detail	Resultant Suppliers
Search Criteria 1:	"blue prism in Cloud software" RPA; Blue Prism"	6 suppliers
Search Criteria 2:	"blue prism in Cloud software" RPA; Blue Prism", not a reseller	2 suppliers
Search Criteria 3:	"blue prism in Cloud software" "Supplier type: not a reseller". User support: email or online ticketing, phone and onsite support"	2 suppliers
Search Criteria 4:	"blue prism in Cloud software""Supplier type: not a reseller". User support: email or online ticketing, phone and onsite support"; private network or public sector network	1 supplier

- 3.7 The supplier meeting all the requirements was Blue Prism Cloud Limited(formerly known as Thoughtonomy Limited), who have now become part of the Blue Prism group of companies and the recommendation is to award a Call off Contract following the direct award procedure under the Framework.
- 3.8 The contract will be formed under the Framework Order Form requirements and the G-cloud 11 Call off contract (version 4).

Implications of the Report

1. **Financial** – The financial status of Blue Prism Cloud Limited was assessed which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
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 ensure the Council takes advantage of new technologies to reduce manual tasks by automating administrative, logic based tasks.
4. **Legal** – The procurement was carried out in accordance with the Framework requirements and Renfrewshire Council Standing Orders Relating to Contracts for an above EU contract for Services and using an existing Framework Agreement.
5. **Property/Assets** – No property/assets implications have arisen or are anticipated.
6. **Information Technology** – This contract will ensure the Council takes advantage of new technologies and the platform for developing the processes is software as a service (SaaS), which aligns to the Council's ICT strategy.
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. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – No Health and Safety implications have arisen or are anticipated.

9. **Procurement** –The procurement procedure outlined with this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements and the Councils Standing Orders Relating to Contracts.
10. **Risk** – Blue Prism Cloud Limited insurance documentation were evaluated by Crown Commercial Service at the time of awarded Blue Prism Cloud Limited onto the Framework and were deemed to meet the minimum requirements. The Council’s Risk Manager has also confirmed that the levels of insurance are adequate for the requirements of the Framework Agreement and this Contract.
11. **Privacy Impact** – Blue Prism Cloud Limited will be required to confirm and agree to the Data Protection requirements as noted within the order form.
12. **Cosla Policy Position** – No Cosla policy position implications have arisen or are anticipated.
13. **Climate Risk** - The level of impact associated with provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

List of Background Papers

None

Author: Gillian Gordon, Senior Procurement Specialist,
gillian.gordon@renfrewshire.gov.uk 0141 618 7043