

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

**On:** 23 November 2023

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**Report by:** The Director of Finance and Resources and the Director of Environment, Housing and Infrastructure

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**Heading:** Contract for Environment, Housing and Infrastructure Asset Management System

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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 award a Contract for an Environment, Housing and Infrastructure Asset Management System, reference RC-CPU-22-305, to Brightly Software Limited.
  - 1.2 The recommendation to award the Contract (a Call-Off Contract) follows a procurement exercise conducted in accordance with Framework Schedule 5: Award Procedure and the Customer Guidance issued for Lots 1 to 3 of the Crown Commercial Services G-Cloud 13 Framework Agreement, reference RM1557.13 ("Framework"), and the Council's Standing Orders Relating to Contracts.
  - 1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Head of Digital, Transformation and Customer Services, the Head of Climate, Public Protection and Roads and the Strategic Commercial Category Manager in September 2023.
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## 2. **Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board authorise the Head of Corporate Governance to:

- i) Award a Call-Off Contract for the Environment, Housing and Infrastructure Asset Management System, reference RC-CPU-22-305, to Brightly Software Limited in accordance with the award procedure under the Crown Commercial Services G-Cloud 13 Framework Agreement, reference RM1557.13.
  - ii) Authorise a maximum Call-Off contract value of up to £406,966.00 excluding VAT; and
- 2.2 Note the Call-Off term is three years with the Council having the option to extend the service on one occasion (Extension Period) for up to 12 months. The proposed Call-Off Start date is 8 January 2024. The actual Start date will be formally confirmed in the Crown Commercial Services G-Cloud 13 Framework Agreement RM1557.13 Order Form.
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### 3. **Background**

- 3.1 The Council has a requirement for a contract to replace the current Software as a Service (SaaS) contract for an asset management system which will expire in June 2024. This is currently provided by Symology Limited. The system is used by Environment, Housing and Infrastructure and holds data related to infrastructure assets that allows future works to be scheduled.
- 3.2 The Council identified the Crown Commercial Services G-Cloud 13 Framework Agreement, reference RM1557.13 (the Framework), as a suitable route to market. The framework consists of three Lots and Lot 2 – Cloud Software of this Framework offers a suite of cloud provisioned software and associated services, including asset management systems. The framework allows the Call-Off to be formed on the terms of the Call-Off contract, which includes Supplier Terms.
- 3.3 Following the Framework Award Procedure (Framework Schedule 5) and the Framework Lots 1 to 3 Customer Guidance Buying Process, the Council followed the Step process and search terms. At Step 3, longlist to shortlist, it was found that two suppliers provided an offering that was suitable against the high level and further filtered short list requirements. The filters used are detailed below:

Filters	List of Filters Used	Description of Filters Used	Search Result (Suppliers)
1	Asset Management	The requirement is for an asset management system to collect and manage information in respect of environmental and infrastructure assets.	2,123
2	Road	The asset management systems must be capable of collecting and managing information in respect of road assets.	32
3	Carbon	The asset management system must be capable of providing carbon usage forecasting as well as carbon data and carbon forecasting reports.	5
4	Cyber Essentials	The Supplier providing the Council with a cloud-based solution must meet a minimum cyber security standard.	2

- 3.4 At Step 4, the information and documents provided by the two shortlisted suppliers on the framework's Contract Award Service were evaluated by a team consisting of representatives from the Corporate Procurement Unit, ICT, and Environment, Housing and Infrastructure.
- 3.5 The two shortlisted suppliers were invited to demonstrate their system to the Council at individual appointments on 9 and 10 October 2023 respectively. Those demonstrations were attended by representatives from the Corporate Procurement Unit, ICT and Environment, Housing and Infrastructure.
- 3.6 Following those presentations, one supplier's proposal was deemed not compliant and removed from the process, as the solution offered by them was not a single solution available via the short-listed requirements.
- 3.7 The remaining supplier's information, documents, demonstrations and commercial aspects were scored against award criteria of 90% technical (Quality) and 10% commercial (Price).
- 3.8 The scores relative to the award criteria of the Supplier are noted below:

		Price (10%)	Quality (90%)	Total (100%)
1	<b>Brightly Software Limited</b>	10.00%	60.00%	70.00%

- 3.9 The evaluation of information, documents, demonstrations and commercial aspects identified that Brightly Software Limited was within the Council's set budget and was therefore deemed to be value for money.
- 3.10 Community Benefits were requested as part of the procurement process and Brightly Software Limited has committed to the following Community Benefits:

Community Benefit Description	No of People / Activity
Industry Skill Transfer to Schools	4

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## Implications of the Report

- Financial**  
The cost over the extended duration of the contract (four years) will be a maximum value of up to £406,966.00 excluding VAT. This will be met from existing revenue budgets within Environment, Housing and Infrastructure.
- HR & Organisational Development**  
None arising from this report.
- Community/Council Planning**  
Living our values – the Contract proposed will support the delivery of this outcome.
- Legal**  
The procurement was carried out in accordance with Framework Schedule 5: Award Procedure and Customer Guidance issued for Lots 1 to 3 of the Crown Commercial Services G Cloud 13 Framework Agreement, reference RM1557.13 and the Council's Standing Orders Relating to Contracts.
- Property/Assets**  
The Contract will ensure Council infrastructure is maintained in an efficient manner.
- Information Technology**  
This Contract will ensure continuation of Environment, Housing and Infrastructure asset management needs, operating as a Software as a Service.

7. **Equality & Human Rights**  
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**  
Brightly Software Limited's Health and Safety credentials were evaluated by Corporate Health and Safety and met the Council's requirements regarding health and safety.
9. **Procurement**  
The procurement procedures outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency and modern Government.
10. **Risk**  
Brightly Software Limited have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk.
11. **Privacy Impact**  
No Privacy Impact implications have been identified or are anticipated.
12. **Cosla Policy Position**  
No Cosla Policy implications have been identified or are anticipated.
13. **Climate Risk**  
The level of impact associated with the provision of this service has been assessed using the Scottish Government Sustainability Test and is considered to be low risk.

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## List of Background Papers

None

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