

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

**On:** 5 June 2019

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

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**Heading:** Appointment of a Business World Specialist to support the ongoing development of Business World in Renfrewshire Council

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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 the Framework Agreement for the appointment of a business world consultant to support the development of Business World in Renfrewshire Council to Hennessy IT Consulting Limited.
- 1.2 The recommendation to award this Framework Agreement follows a procurement exercise which was conducted in accordance with the above EU Threshold Accelerated Open Procedure for Services and the Council's Standing Orders Relating to Contracts.
- 1.3 A contract strategy for this procurement was approved by the Head of Finance, the Head of Transformation HR & OD and the Head of IT on 4 April 2019.
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## **2. Recommendations**

- 2.1 It is recommended that the Finance, Resources and Customer Services Policy Board, authorise:
    - 2.1.1 The Head of Corporate Governance to award the Framework Agreement for the appointment of a Business World Consultant to support the ongoing development of Business World in Renfrewshire Council;
    - 2.1.2 The period of the Framework Agreement of 3 years from 1 July 2019 to 30 June 2022 with an option to extend, at the sole discretion of the Council, for up to a further 12 months until 30 June 2023;
    - 2.1.3 That individual orders will be placed under the terms of the Framework Agreement for services required in accordance with the Service Specification and the Framework terms at the agreed daily consultant rate of £850.00 per day (exclusive of VAT) plus expenses where applicable at £120.00 per day (exclusive of VAT). These rates will remain fixed for the initial 3 years of the Framework Agreement.
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## **3. Background**

- 3.1 In July 2016 Renfrewshire Council awarded a contract for the supply and installation of a fully integrated ERP system to Agilisys Limited.
- 3.2 In July 2018, the Council appointed a third-party consultant to provide expert technical support and assistance to the Council to ensure that the maximum project benefits were realised. The contract period (including a 6 month extension) was 1 July 2018 – 30 June 2019 and the contract was awarded to Hennessy IT Consulting Limited following a competitive tender procedure carried out in accordance with EU Regulations for an above EU Threshold Services Contract.
- 3.3 Business World was launched across the Council in October 2018 and the payroll, HR and finance modules are all now live. The final phase will cover Purchase to Pay and will be launched later this year.
- 3.4 The Council have identified a requirement for a consultant with a detailed and technical understanding of the (Agresso) Unit 4 product – Business World (@ Milestone 6 and Milestone 7), to provide specialist ICT services to support the ongoing development of the ERP system

and continued deployment of newly configured functionality across the Council. This also includes software upgrades, patches, milestones, and associated technical services.

- 3.5 To support this requirement, a strategy was developed taking account of the current marketplace and the Council's own requirements which recommended that an Open Tender procedure should be followed.
- 3.6 As the services will be delivered on a 'time and materials' basis following individual instructions issued under the terms of the contract, the contract strategy recommended that a sole supplier Framework Agreement be established. A Framework Agreement sets out the terms and conditions for subsequent call-offs but places no obligations on the Council to purchase services under the Framework. The commitment is formed when a call-off contract is entered into.
- 3.7 A contract notice for this tender was dispatched via the Public Contracts Scotland advertising portal to the Official Journal of the European Union (OJEU) with the notice published in OJEU on 18 April 2019 and the tender documentation available for downloading from the Public Contracts Scotland – Tender platform on this date.
- 3.8 By the closing date set for return of electronic tenders, 12 noon on 7 May 2019, two (2) companies submitted a response, one (1) declined to respond and three (3) failed to respond.
- 3.9 Both tender submissions were evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives from the Corporate Procurement Unit.
- 3.10 Both tender submissions complied with the minimum selection criteria of the ESPD and progressed to the award stage which was based on Award Criteria of 55% Quality and 45% Price.
- 3.11 The scores relative to the award criteria for each of the tender submissions are noted below:

<b>Tenderer Name</b>	<b>Quality 55%</b>	<b>Price 45%</b>	<b>TOTAL</b>	<b>RANK</b>
<b>Hennessy IT Consulting Limited</b>	50%	45%	95%	1st
<b>Embridge Consulting Limited</b>	34%	39%	72%	2nd

- 3.12 The evaluation of tender submissions received identified that the tender submission by Hennessy IT Consulting Limited was the most economically advantageous to the Council.

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## Implications of the Report

1. **Financial** - The financial status of Hennessy IT Consulting Limited was assessed by undertaking a Dun & Bradstreet credit check which confirmed that the organisation satisfied the Council's requirements in relation to financial stability.
2. **HR & Organisational Development - None**
3. **Community/Council Planning – None**
4. **Legal** - This procurement was carried out in accordance with the Public Contracts (Scotland) Regulations 2015 and the Council's Standing Orders Relating to Contracts using an above EU Open Accelerated Procedure for a Services Contract
5. **Property/Assets - None**
6. **Information Technology** - The external resource provided by Hennessy IT Consulting Limited will provide support to members of the Council's Business World team. No other ICT resource will be required.
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 because it is for noting only.
8. **Health & Safety - None**
9. **Procurement** – the procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of

the EU regulatory requirements, the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations.

10. **Risk** – Hennessy IT Consulting Limited's insurances have been assessed and evaluated to confirm that they have met the minimum requirements regarding insurable risk
  11. **Privacy Impact - None**
  12. **Cosla Policy Position - None**
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