

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

**On:** 6 June 2018

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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 Consultant to support the implementation of Business World in the 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 Contract for the appointment of a business world consultant to support the implementation of Business World in Renfrewshire Council to Hennessy IT Consulting Limited.

1.2 The recommendation to award this Contract 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 The recommendation to award this contract is made in accordance with Item 12 of the Minute of the Finance, Resources and Customer Services Policy Board held on 28 March 2018.

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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 Contract for the appointment of a Business World Consultant to support the implementation of Business World in Renfrewshire Council in accordance with the agreement of Clause 4.2.7 of Item 12 of the Report submitted to this Board on 28 March 2018;
  - 2.1.2 The contract period of 6 months from 1 July to 31 December 2018, with an option to extend for up to a further 6 months until 30 June 2019.
  - 2.1.3 The contract sum of £288,800 (excluding VAT) and the agreed Daily Rate of £850.00 per day (excluding VAT) which would be payable if any additional ad hoc services are required post Go Live. Any additional services required would be confirmed to the Consultant via a package order in accordance with the terms of the contract.
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## **3. Background**

- 3.1 The Council are currently implementing the Business World Enterprise Resource Planning System ("Business World"). The Business World project will replace the Council's existing Finance, HR, Payroll and Procurement systems with a single, online, fully integrated software application. The Go Live date for phase one of the implementation is 30 September 2018.
- 3.2 As reported to the Finance, Resources and Customer Services Policy Board on 28 March 2018, the revised project plan for implementation identified a need for additional support from external resources to assist with matching the Council's current and future business requirements to Business World functionality.
- 3.3 In March 2018 the Council appointed Hennessy IT Consulting Limited to carry out an audit of the partially installed Business World system. The aim of the audit was to identify any anomalies with the installation and to help the Council to ensure that it achieves maximum value and can successfully replace pre-existing legacy systems once the Business World system goes live.

- 3.4 Following the initial audit, it became clear that the installation programme could benefit significantly from the ongoing input of a third party and a strategy was developed for an Open Procurement Process.
- 3.5 Due to the very tight timescales, the Strategic and Commercial Procurement Manager recommended an Accelerated Open Tender Procedure. This procedure may be used where a state of urgency exists. In this case, the critical need to have a contract awarded and operational by 1<sup>st</sup> July to secure maximum value prior to Go Live justified the use of this procedure.
- 3.6 A Contract Notice was dispatched via the Public Contracts Scotland advertising journal to the Official Journal of the European Union on 2 May 2018, with the Contract Notice published in OJEU on Friday 4 May 2018 and tender documentation being available for downloading from the Public Contracts Scotland – Tender platform on that date.
- 3.7 During the tender period, four organisations expressed an interest in the tender, by the tender closing date of Friday 18 May at midday, one organisation made a tender submission. The other three failed to return.
- 3.8 The one submitted bid was evaluated against a pre-determined set of criteria in the form of the European Single Procurement Document (ESPD) by representatives of the Corporate Procurement Unit, and found to be compliant with the ESPD requirements.
- 3.9 The submitted bid was then evaluated against the published award criteria of 70% Technical (Quality) and 30% Commercial (Price) and scored as follows:
- | Supplier Name                  | Quality (70%) | Price (30%) | Total |
|--------------------------------|---------------|-------------|-------|
| Hennessy IT Consulting Limited | 67.5%         | 30%         | 97.5% |
- 3.10 The bid submitted by Hennessy IT Consulting Limited meets the Council's requirements as the most economically advantageous tender submission.

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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 check which confirmed

that the organisation satisfied the Council's requirements in relation to financial stability.

The budget for this requirement was approved at the Finance, Resources and Customer Services Policy Board meeting of 28 March 2018.

2. **HR & Organisational Development** – None
3. **Community/Council Planning** –
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 ERP team. The Council's Head of ICT will be the key contact for Hennessy IT Consulting Limited however 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.
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** – The submission has been assessed and meets the requirements of the tender.
11. **Privacy Impact** – None
12. **Cosla Policy Position** – None.

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## List of Background Papers

- (a) Background Paper 1 – Minute of Finance, Resources and Customer Services Policy Board, 28 March 2018 (Item 12)

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