

FORM 1

NOTICE OF DELEGATION OF DECISION TO CABINET MEMBER BY STRONG LEADER

Section 15(4) of the Local Government Act 2000, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

I, Cllr Marcus Hart, as Strong Leader, delegate the decision to provide of a new corporate Geographic Information System, as detailed in the Forward Plan to the Cabinet Member detailed below:

Cabinet Member for Transformation and Change

Dated:

23rd February, 2016.

Signed:


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Leader of the Council

FORM 2

NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

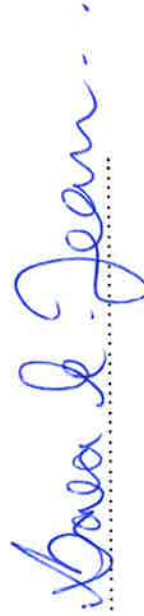
In accordance with the authority delegated to me / by the Leader (delete as appropriate), I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Provision of a new corporate Geographic Information System	<ul style="list-style-type: none"> • To approve the tender evaluation model and tender timetable. • To grant delegated authority to the Chief Executive to award a new contract for a replacement corporate GIS in line with the evaluation model. 	In conducting this Tender exercise the Council will achieve the most economically advantageous result in terms of price and quality.	25/2/16.

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

Dated:

Signed:



Councillor: Sara Fearn, Cabinet Member for Transformation and Change

WYRE FOREST DISTRICT COUNCIL

CABINET MEMBER APPROVAL
FEBRUARY 2016

Provision of a new corporate Geographic Information System (GIS)

Open	
CABINET MEMBER:	Councillor S Fearn
DIRECTOR:	Ian Miller
CONTACT OFFICER:	Dave Johnson - Ext 2138 dave.johnson@wyreforestdc.gov.uk
APPENDICES:	

1. PURPOSE OF REPORT

- 1.1 To progress the procurement of a replacement for the Council's corporate Geographic Information system (GIS).

2. RECOMMENDATIONS

The Cabinet Member for Transformation and Change is asked to DECIDE:

- 2.1 Approve the tender evaluation model and tender timetable.
- 2.2 To grant delegated authority to the Chief Executive to award a new contract for a replacement corporate GIS in line with the evaluation model.

3. BACKGROUND

- 3.1 The ICT Strategy Board in December 2015 noted and approved the need for a new corporate GIS.
- 3.2 Refreshing the contract will ensure the Council has a corporate GIS with additional functionality and best value in terms of a licensing model with an increased user base. It will also enable there to be additional web mapping functions which will integrate with the Council's website and increase online self service provision.
- 3.3 Budget provision is provided in the ICT Strategy capital programme for any installation costs and existing revenue budgets for on-going maintenance and support.

4. TENDER EVALUATIONS and TIMETABLE

- 4.1 The award of the tender will be based on a value for money tender evaluation model, split 40% on price, 60% on quality/fitness for purpose basis and include references.
- 4.2 The proposed tender evaluation for the 60% Quality Criteria is shown in the table below. The quality/fitness for purpose evaluation model and award of points is divided between the following headings.

	Criteria	%Value
	Quality Criteria (60%)	60.00%
A	Proven and demonstrable ability to meet requirements Parts (A,B,C and Compliance)	31.64
	Resourcing, project management and proven ability to support Parts (F,G,H)	5.68%
	Delivery / implementation of products and services Parts (D,E,I)	4.68%
	Demonstration of core features for Desktop, Intranet and web solutions proposed.	10.00%
	Reference Sites including on-line website evaluations.	8.00%
C	Cost (40%)	40.00%

- 4.3 The suppliers will be required to return their tenders for opening and consideration by the 11th April 2016.
- 4.4 In accordance with the ICT Strategy the Council is looking to commence the implementation of the chosen solution in June 2016.

5. FINANCIAL IMPLICATIONS

- 5.1 In July 2008 the Council approved £2.54 million for the implementation of the ICT Strategy.
- 5.2 Additional web functionality is a key part of the strategy to ensure the Council increases on-line self service by presenting information in more of a geographical and user friendly formats with the potential ability to sign up for alerts.

- 5.3 Current costs for GGP (incumbent GIS system) per annum are approx £10,750 for 16 user licences and Local Land Property Gazetteer.
- 5.4 Year 1 Indicative costs for setup, training and support of the new system = £45,000
Year 2 Ongoing support indicative costs = £15,000
- 5.5 A budget provision for installation, setup and professional services is contained within the Capital Programme. There is provision within existing revenue budgets for ongoing maintenance.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Due to the value of the contract being in excess of £50,000 Cabinet Member approval is required to award the contract under Section 3 of the Contract Procedure Rules.
- 6.3 The successful Tenderer will be required to enter into a formal contract prepared by the Solicitor to the Council.

7. CONCLUSION

- 7.1 In conducting this Tender exercise the Council will achieve the most economically advantageous result in terms of price and quality.

8 RISK MANAGEMENT

- 8.1 Failure to replace the corporate GIS would increase the risk of the Council not:
- Meeting core requirements for on-line mapping and reporting
 - Making the required savings to allow the implementation of on-line mapping
 - Having the ability to link with existing legacy systems
- 8.2 General risks associated with the project:-
- Tender doesn't identify a suitable and cost effective solution.
 - Suppliers not providing resources to meet planned timescales.
 - WFDC not providing resources to meet planned timescales.
 - Supplier not providing WFDC with the skills to manage the solution on a day to day basis.

9. EQUALITY IMPACT ASSESSMENT

- 9.1 The replacement of the corporate GIS will enhance the use of the Council's website for those with disabilities including visual impairments.

10. CONSULTEES

- 10.1 ICT Strategy Board members
- 10.2 Chief Executive
- 10.3 Head of Transformation and Communications
- 10.4 Procurement Officer

11. BACKGROUND PAPERS

- 13.1 Tender Documents
- 13.2 Business Case