



COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – VEHICLE FLEET & STORES MANAGEMENT SOFTWARE SYSTEM

REPORT BY HEAD OF CORPORATE SERVICES

A. PURPOSE OF REPORT

To seek Council Executive approval to commence procurement for a three year contract (with options to extend for up to three further years) for Vehicle Fleet and Stores Management Software.

B. RECOMMENDATION

It is recommended that the Council Executive approves commencement of procurement for a three year contract (with options to extend for up to three further years) for Vehicle Fleet and Stores Management Software, using the evaluation methodology and award criteria set out in Section D of the report.

C. SUMMARY OF IMPLICATIONS

I Council Values	Focusing on our customers' needs Being honest, open and accountable Providing equality of opportunities Making best use of our resources Working in partnership
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or Risk Assessment)	Tenders will be issued, received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2015.
III Implications for Scheme of Delegations to Officers	None.
IV Impact on performance and performance Indicators	None.
V Relevance to Single Outcome Agreement	None.
VI Resources - (Financial, Staffing and Property)	A recurring budget of £60,000 is included within the approved 2017/18 revenue budget for Operational Services. In addition, a one-off budget of £55,000 to

cover up front costs is included within the 2017/18 budget.

VII Consideration at PDSP

None.

VIII Other consultations

The specification and evaluation criteria have been developed by Corporate Procurement Unit, Operational Services and IT Services. The Community Benefits Lead Officer was consulted on Community Benefits. The Corporate Finance Manager was consulted on budget implications.

D. TERMS OF REPORT

D1. Background

As a part of the individual service reviews in preparation for the move to the Whitehill Service Centre (WHSC), the Depot Modernisation Board requested a review of the arrangements for various IT related systems and interactions which pertain to the move. An Integrated Fleet Management System was one of these.

Key service representatives were brought together to examine the current processes and procedures in place in relation to the way fleet management and stores related activities were recorded and managed. Additionally an Internal Audit of the stores processes, variance and monitoring highlighted the need for improvements in the management of these high volume and often high value items. Further reviews into statutory safety checks also highlighted the need to standardise and streamline the council's processes and recording systems for asset-based checks, where responsibilities currently lie across different services using different programming tools.

The service meetings recommended a number of actions:

1. Procure and implement an Integrated Fleet Management System for the new WHSC.
2. Review the current processes for statutory reporting and recording of time limited functions within Fleet Management.

D2. In House Capability

The council does not have an in-house capability to provide this requirement.

D3. Procurement Issues

The requirement will be advertised in accordance with the European Union Directives. It is proposed that the Open Procedure is used whereby all suppliers expressing an interest in the contract will be invited to tender.

The following award criteria will be applied at the tender stage:

Price	40%
Quality	60%

The evaluation criteria are proposed following consultation with the service areas concerned.

The tender will request bids for both council network-based and cloud-based solutions, from which the most advantageous proposal will be selected. Traditionally these systems would have been hosted on the council network, however there are now several cloud-based systems available. In general, hosted systems tend to be located on infrastructure within the organisation which users can access through a programme on their PC, whereas cloud-based systems can be accessed by authorised users from anywhere that has browser and internet connectivity.

The anticipated contract award date is April 2018.

D4.

Sustainability Considerations

In accordance with the Community Benefits in Procurement Procedure approved by the Council Executive on 4 June 2013, bidders will be required to detail any social, economic and environmental benefits which they will provide as part of their offer over the contract period.

For this contract it is proposed to incorporate a generic, non-evaluated Community Benefits clause into the contract documentation. While this element does not form part of the Quality Scoring criteria, the council will expect the successful contractor to deliver such benefits as part of the contract, and will be monitored as such.

Budget Implications

D5.

A recurring budget of £60,000 is included within the approved 2017/18 revenue budget for Operational Services. In addition, a one-off budget of £55,000 to cover up front costs is included within the 2017/18 budget.

E. CONCLUSION

It is recommended that the Council Executive approves the commencement of procurement procedures, using the process and evaluation criteria set out in section D of this report, leading to the award of a contract for Vehicle Fleet and Stores Management Software.

F. BACKGROUND REFERENCES

A copy of the specification for this contract is available on request from Corporate Procurement Unit.

Appendices/Attachments: None

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