

9. PROCUREMENT ARRANGEMENTS - VEHICLE FLEET AND STORES MANAGEMENT SOFTWARE SYSTEM

The Council Executive considered a report (copies of which had been circulated) by the Head of Corporate Services to commence procurement for a three year contract (with the option to extend for three further years) for Vehicle Fleet and Stores Management Software.

The report recalled that as part of the individual reviews in preparation of the move to the Whitehill Service Centre (WHSC), the Depot Modernisation Board requested a review of the arrangements for various IT systems. An integrated Fleet Management System was one of these.

Therefore key 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 highlighted the need for improvements in the management of high volume and often high value items. The Board recommended a number of actions which included :-

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

The requirement would be advertised in accordance with the European Union Directives and it was proposed that the Open Procedure was used whereby all suppliers expressing an interest in the contract would be invited to tender. It was proposed that a criteria of 40% for Price and 60% for Quality would be applied.

The tender would also request bids for both council and network-based and cloud-based solution, from which the most advantageous proposal would be selected. It was anticipated that the contract award date would be April 2018.

Sustainability and budget implication were summarised in the report noting that a recurring budget of £60,000 was included within the approved 2017-18 revenue budget for Operational Services and in addition a one-off budget of £55,000 to cover up-front costs was included within the 2017-18 budget.

It was recommended that the Council Executive approves commencement of procurement of 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 the report.

Decision

To approve the terms of the report