

Strategic Procurement

CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

This form is to ascertain that the requisite steps have been undertaken prior to contract award. This form applies to all procurements of goods and services above the EU Threshold (£181,302) and for works above £500,000 in value.

1. CONTRACT TITLE AND KEY PEOPLE							
Complete this section if this is the first checkpoint you have undertaken for this procurement. If you have already completed a Checkpoint 1, copy and paste the information from there to here and then go on to complete the rest of this document.							
Contract Title		Portfolio Management Software Tool					
capitalEsourcing Reference		prj_osh_8842			Report Date		9/11/2018
Tender Manager		Directorate		Buyer Assigned			
Julia Blow – Head of PMO		Chief Operating Officer		Mark Batchelor		Senior Category Advisor - ICT	
Value of Contract		Targeted Financial Savings		Bankable Savings			
£122,400		£ Please note efficiency comments below		£ Please note efficiency comments below			
Is budget available to proceed with this procurement?	Yes	*Please enter the budget code	A50120	If yes, is this a Revenue or Capital allocation ?	Revenue	Procurement to be Approved by? Including date	Key Executive Decision signed by Jane West
Proposed Contract Start date		Proposed Contract End date		Is there an option to extend the contract?		If yes, give duration of extension option	
01/04/2019		30/03/2021		Yes		2 x 12 months	
Procurement route undertaken		Have you or your team received training on capitalEsourcing?		**Is there a current contract in place?		If yes, insert expiry date	
Further Competition via G Cloud 10		Yes		Yes		31/03/2019	
Please state the Quality/Price threshold		Does TUPE apply to this exercise?		Have you considered Collaborative Working?		Have you used an eAuction or DPS?	
100% Price as per G Cloud 10		No		Yes		n/a as via G Cloud 10	
Checkpoint 2 Summary							
<p>This report seeks authority to procure a Portfolio Management software Tool.</p> <p>The Councils existing Contract expires at the end of March 2019 and it has been requested by Jane West the Chief Operating Officer that the Council continues to use Portfolio Management software as part of the Councils corporate reporting function.</p> <p>The Council undertook a competition via the Crown Commercial Services GCloud 10 Framework.</p> <p>By following the rules of GCloud we initially developed a long list of prospective suppliers and by adding further criteria, including IT security compliance, we created the final shortlist of two suppliers that could generally meet the Councils requirements - Atamis and Execview.</p> <p>Following evaluation of both suppliers proposed solutions it was then identified that Atamis do not offer the complete suite of modules that are required by the Council, namely they do not offer a</p>							

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project and programme management tool. As a result the Atamis solution will not provide the monitoring, reporting, governance and analysis tools that the Council requires.

The evaluation of the proposed Execview solution shows that it provides all the required functionality, therefore it is proposed to award a two year contract to Execview with the option of two further annual extensions.

The cost of the Exec solution based on the Councils requirement for up to 650 project and programme activities is £5,100 per month, £61,200 per annum, £122,400 across the proposed initial two year term.

In accordance with the rules of GCloud a full audit trail of this procurement has been maintained and can be made available for inspection at any time.

CHECKPOINT PANEL RESPONSE

Date of Checkpoint Panel	13/11/2018
Panel Members present	Tara Philip, Julie Oldale, Sarah Hughes, Falil Onikoyi, Tracey Dennis, Liz Dixon, Hassan Iqbal, Claire Paulyn, Connie Lips (minuting).

1. CONTRACT TITLE AND KEY PEOPLE

Checkpoint panel should insert any comments/and or recommendations here

Title: Portfolio Management Software Tool

Key People: Julia Blow, Victoria Stokes, Mark Batchelor

2. PROJECT DEVELOPMENTS

Checkpoint panel should insert any comments/and or recommendations here

N/A

3. COMPLIANCE

Checkpoint panel should insert any comments/and or recommendations here

Compliant

4. TENDERING PROCESS

Checkpoint panel should insert any comments/and or recommendations here

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Call-off competition via GCloud.

5. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION

Checkpoint panel should insert any comments/and or recommendations here

N/A

6. CONTRACTING INITIATION & READINESS FOR SERVICE

Checkpoint panel should insert any comments/and or recommendations here

Arrangements in place

7. PERFORMANCE MANAGEMENT

Checkpoint panel should insert any comments/and or recommendations here

Arrangements in place

8. ACHIEVABILITY

Checkpoint panel should insert any comments/and or recommendations here

Achievable

CHECKPOINT PANEL OVERALL RECOMMENDATION

i.e. "Contract value over £1million in value – referred to Procurement Board for decision"

Recommendation to proceed to award.

Procurement to proceed to award contract?	Yes
Red, Amber or Green Status?	Green
Required to attend Checkpoint 3?	Panel insert Yes / No here

2. PROJECT DEVELOPMENTS

Complete this section if you have already completed a Checkpoint 1. If this is the first checkpoint you have completed, go on to section 3.

2.1 Changes since Checkpoint 1 report

Describe any changes to the risk analysis, market analysis, or any other major changes since Checkpoint 1.

n/a

2.2. Checkpoint 1 recommendations from panel

Detail below any Panel recommendations made at Checkpoint 1 and describe actions taken as a result of those recommendations

n/a

3. COMPLIANCE

3.1 Existing Contract

Is there a current contract in place?	Yes
If there is a current contract or service in place go on to complete all the questions in this section. If this is the first time these goods or services are being procured, go on to section 3.2	
Has the contract expiry date been extended?	Yes

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If extended, give details of date of extension	Extended to	31/03/2019
Has permission been sought to extend the contract?		Yes
If yes, give details of Committee who granted extension	Jane West – COO via an exception	

3.2 Are all procurement documents stored on Capital eSourcing?	Yes
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3.3 Is there any form of commitment in place i.e. purchase order, letter of acceptance?
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No

3.4 Are there any other approvals needed (e.g. Contract award approval through a general or specific Officer delegation(s))?

Non Key Executive Decision Report

4. TENDERING PROCESS

4.1 Tender Submissions

Did you receive sufficient Tenders for effective competition? Was quality of bids satisfactory overall? Was there effective competition?

The tender process was undertaken via GCloud 10

4.2 Tender Evaluation

Briefly describe the tender evaluation process undertaken, providing the evaluation model for both cost and quality.

Have any issues arisen during the evaluation, debrief or Alcatel (if applicable)?

Please describe any constraints which prevented you from getting maximum value for money out of this contract.

Via GCloud 10, compliance with requirements. Creation of long list and finally a short list based on the operational requirements

4.3 Unsuccessful Bidders

Do you have plans for debriefing unsuccessful bidders?

Will or have bidders been surveyed, or feedback sought from bidders?

Is there any likelihood of challenge from unsuccessful bidders?

n/a via GCloud 10

4.4 Sustainability

Please provide an update on sustainability risks and initiatives since Checkpoint 1.

Have tenders met all sustainability requirements? Have waste minimisation and disposal issues been fully addressed?

n/a

4.5 Diversity & Equality

Have the diversity and equality issues associated with this project been considered? Have you considered an Equalities Impact Assessment action plan in the context of this procurement?

This has been addressed within the GCloud 10 framework

4.6 Contract Award

Are you able to recommend a tender or tenders for acceptance? Does this tender achieve the original business objectives? If not, what are the issues, and how will

they be addressed?

It is recommended that the Council purchases the Exec View Portfolio Management Software Tool

5. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION

5.1 Cashable Savings

There are no recognisable cashable savings, but by awarding the contract to a supplier that we are currently using and who provide exactly what we require, we avoid the cost of change, which would be a considerable amount given the amount of users we have across the council.

Please explain any shortfall from original projections

N/a

5.2 Headcount Reductions

What is the estimated headcount reduction saving achieved through the contracting process?

None

5.3 Other Efficiency Gains

Describe the other, non-cashable efficiencies, including:
 Minimising the cost of routine transactions; utilising ICT to reduce costs and improve performance; the procurement process (e.g. electronic tendering/e-auctions); process rationalisation/simplification/reducing non-value added work; reducing other costs – consumption, wastage, price, specification; inventory/cash flow savings; getting more for less/the same; improved quality

The effectiveness of the PMO and the management of programmes and projects has been dramatically increased through clear defined ownership, responsibility and time driven activities, whilst maintaining an overarching PMO governance. It also increases transparency across the organisation and enables the council to record robust and consistent project and programme information and enables faster, better and more informed executive interventions to solve problems.

A suite of bespoke reports has been designed by the PMO which are extremely useful for reporting activity on Execview at a number of different levels, and includes the type of MI that we can produce to support the SLT to have greater visibility of project activity.

5.4 Benefits Realisation

How will benefits be measured and tracked?

Are you satisfied that the contract will deliver value for money throughout its life?

What mechanisms does it include for continuous improvement?

Please note 5.3

6. CONTRACTING INITIATION & READINESS FOR SERVICE

6.1 Readiness for Service

Are all arrangements in place for the contract to be ready for commencement?

Will the supplier be ready to supply at full capacity from day one?

What arrangements have been made to ensure a successful start to the contract?

Yes

6.2 Change Management	
Are there any organisational change management issues? Please describe how these will be managed.	
N/a	
6.3 Continuous Improvement & Price Reviews	
What are the contract arrangements for price revisions? How will you ensure that continuous improvements will be secured in respect of cost?	
The price will fixed for the first two years and if extended subject to CPI	
6.4 TUPE	
If TUPE applies to this contract please confirm that all arrangements are in place for an effective transfer of staff	
N/a	
6.5 Workforce Issues	
Are there any other workforce issues (e.g. application of the Workforce Code of Practice) Have these been satisfactorily resolved? Please describe any continuing issues	
N/a	

7. PERFORMANCE MANAGEMENT

7.1 Contract Transition & Implementation	
Are all arrangements in place for contract transition & implementation?	
Yes	
7.2 Performance Indicators and Management Information	
What are the performance indicators by which the success of the contract will be judged?	
What management information will be provided and at what frequency?	
Are you satisfied that Performance Indicators and management information are realistic and appropriate?	
Yes	
7.3 Contract Management	
Have all arrangements been made for effective contract management?	Yes
Are sufficient Council and supplier resources available?	Yes
Is everybody involved in contract management aware of their responsibilities	Yes
Are you clear about the arrangements for contract review meetings?	Yes
How will the contract and relationship management operate throughout the contract?	
The Contract will be managed by the Programme Office	

8. ACHIEVABILITY

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8.1 Risk
What are the key risks moving forward?
There are no recognised risks
How will these be managed/escalated?
N/a
8.2 Lessons learned
What are the main lessons learned to date?
There are no lessons learned