

Notice of Non-key Executive Decision

Subject Heading:	Award of a Contract to Inoapps for Training Support as part of the Fusion Project.
Cabinet Member:	Councillor Roger Ramsey
SLT Lead:	Jane West
Report Author and contact details:	Elaine Leader - Fusion Project Comms Lead 07966634414
Policy context:	
Financial summary:	Contract value of £110k to be funded from the Fusion Project Budget
Relevant OSC:	Overview and Scrutiny Board
Is this decision exempt from being called-in?	Yes

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The subject matter of this report deals with the following Council Objectives

Communities making Havering	<input type="checkbox"/>
Places making Havering	<input type="checkbox"/>
Opportunities making Havering	<input type="checkbox"/>
Connections making Havering	<input checked="" type="checkbox"/>

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

That the Second Tier Manager approves the proposed procurement strategy that was undertaken to procure the production and delivery of training materials for both professional and end users of Fusion, from Inoapps Oracle cloud delivery service (inoapps ltd), for a period of six (6) months commencing Apr 2020, by using the G-Cloud 11 Framework reference number 245785001032624, at an estimated contract sum of £110,000.00.

AUTHORITY UNDER WHICH DECISION IS MADE

3.1 General provisions and limitations

- (a) Staff shall exercise powers under this scheme in compliance with:
 - (i) the rules of procedure set out in Part 4 of this constitution
 - (ii) corporate policies and strategies
 - (iii) any additional conditions imposed either by the Council or by statute or any statutory code of practice.
- (b) The exercise by staff of the powers delegated under this constitution involving the incurring of any expenditure is subject to there being sufficient approved provision within the budget to cover that expenditure.

3.4 Powers of Second Tier Managers

Second Tier Managers are those managers directly reporting to a SLT Director. Second Tier Managers all have delegated authority to act as follows within the assigned service, subject to the general provisions and limitations set out in section 3.1 above.

Contract powers

- (a) To approve commencement of a tendering process for, and to award all contracts below a total contract value of £500,000 but above the EU Threshold for Supplies and Services.

STATEMENT OF THE REASONS FOR THE DECISION

To support the Fusion project in awarding a contract to Inoapps for the provision of training support to the Fusion project.

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The procurement route was completed using the GCloud 11 Framework – Cloud Support.

The Fusion project requires the support of a specialist provider of training materials, with an experience of Oracle Fusion, to develop and deliver training materials to support the implementation of Fusion.

The training materials will support both professional and end users to fully utilize the functionality of the system and where ever it is operationally identified/agreed replace the need for more formal training.

The contract will for a fixed price to deliver the required training materials, it is anticipated that the supplier will take 6 months to develop and deliver the agreed deliverables.

The Council will place a call off order with the supplier using the GCloud call off order template and GCloud Terms and Conditions.

Inoapps have been selected following a desktop review of suppliers using GCloud providing Oracle Fusion change and training expertise and assessing vfm.

OTHER OPTIONS CONSIDERED AND REJECTED

Other suppliers were considered during the GCloud framework longlisting and shortlisting process, however, none of these were able to fully evidence experience of developing training and change materials for Oracle Cloud (Fusion) functionality.

The option of developing the training materials inhouse was considered but it was recognised that these skills and knowledge of Fusion did not exist in the project team.

PRE-DECISION CONSULTATION

Not applicable.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Elaine Leader

Designation: Change Manager – Oracle Fusion

Signature: Digital

Date: 25 Mar 2020

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. The Council has the general power of competence under section 1 of the Localism Act 2011 to do anything an individual may generally do, together with the power under section 111 of the Local Government Act 1972 to do anything ancillary to or which facilitates any of its functions. The contract may be procured in accordance with these powers.
2. Following the assistance of the Procurement unit, the client department has undertaken a tender process which is allowable under the Public Contracts Regulations 2015 ("PCR 2015") and the Council's Contract Procedure Rules ("CPR"), including the award selection using the MEAT criterion. The most economically advantageous tender (MEAT) criterion enables the contracting authority to take account of criteria that reflect qualitative, technical and sustainable aspects of the tender submission as well as price when reaching an award decision.
3. This report is seeking the Second Tier Manager's approval of the proposed procurement strategy that was undertaken to procure the production and delivery of training materials for both professional and end users of Fusion, from Inoapps Oracle cloud delivery service (inoapps ltd), for a period of six (6) months commencing April 2020, by using the G-Cloud 11 Framework reference number 245785001032624, at an estimated contract sum of **£110,000.00**.
4. The Council's Contract Procedure Rule 3 provides that a contract may only be awarded if the expenditure has been included in approved revenue or capital estimates or has been otherwise approved by, or on behalf of the Council. The body of this report confirm the relevant financial implications arising from the Council's award of the contract.
5. The Second Tier Manager will be aware of the Public Sector Equality Duty (PSED) set out in section 149 of the Equality Act 2010. At each stage, in exercising its function (and in its decision making processes) the council must have due regard to the need to:
 - a) eliminate discrimination, harassment, victimisation or other prohibited conduct;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it;
 - c) foster good relations between person who share a relevant protected characteristic and those who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

6. The Legal and Governance officers are available to assist the client department in finalising the terms and conditions of the contract.

FINANCIAL IMPLICATIONS AND RISKS

Total Costs: £110,000

To fund development and delivery of Fusion training to Havering end users.

Funded by:

The Fusion project budget has set aside £342k to fund the delivery of Havering change and training; this £110k will be met by that £342k allocation which includes a 10% contingency amount.

The Fusion project has been identified as transformational in nature and therefore is being funded by the flexible use of capital receipts.

Risks

There is a risk that Project timelines are extended as the council continues to adapt to the impacts of Covid19. **Mitigation** – work to be carried out on a time and materials basis.

Face to face training delivery is unlikely to be appropriate with the current Covid19 guidelines. **Mitigation** - All training materials to be produced for delivery via multi channels e.g. webinars

HUMAN RESOURCES IMPLICATIONS AND RISKS (AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)

No immediate HR issues are recognised in awarding this contract. This work cannot be delivered using internal resources

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

The Public Sector Equality Duty (PSED) under section 149 of the Equality Act 2010 requires the Council, when exercising its functions to

- i) the need to eliminate discrimination, harassment, victimisation, and any other conduct that prohibited by or under the Equalities Act 2010.
- ii) the need to advance equality of opportunity between persons who share protected characteristics and those that do not, and:
- iii) foster good relations between those that have protected characteristics and those that do not.

Note 'Protected characteristics' are: age, sex, race, disability, sexual orientation, marriage and civil partnerships, religion or belief, pregnancy and maternity, and gender reassignment.

The Council is committed to all of the above in the provision, procurement and commissioning of its services, and the employment of its workforce. In addition, the Council is also committed to improving the quality of life and wellbeing to all havering residents in respects to socio-economics and health determinants.

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There are no equality implications regarding this matter.

BACKGROUND PAPERS

Not applicable.

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed (by email)

Name: Jane West

CMT Member title: Chief Operating Officer

Date: 02 April 2020

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on _____

Signed _____