

## Record of officer decision

<b>Decision title:</b>	NEET Tracking replacement system
<b>Date of decision:</b>	<b>6 March 2019</b>
<b>Decision maker:</b>	Assistant Director Corporate Support
<b>Authority for delegated decision:</b>	<p>Herefordshire Council's constitution – Scheme of Delegation Part 3 Functions Scheme, Section 7 Officer Functions</p> <p>3.7.5 Operational decisions within approved budget.</p> <p>Appendix 1 Chief Executives Scheme of Delegation to Officers – specific delegation to Assistant Director Corporate Support (79. ICT commissioning and strategy)</p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	Not applicable
<b>Decision made:</b>	<p>Contract award to CareerVision Limited for the implementation and supply of a Client Caseload Information System (CCIS) NEET tracking solution for the period of 2 years from 18<sup>th</sup> March 2019 at the cost of no more than £57,000; with an option to extend +1 year +1 year at a cost of no more than £13,000 per annum, plus exit costs of £1,500 at the end of the contract.</p> <p>The option to purchase within a 12 month period of the system go-live any one, all or none of the following:</p> <ul style="list-style-type: none"> <li>• 1 Crystal reports licence.</li> <li>• 1 Citrix licence.</li> <li>• Single sign (ADFS integration)</li> </ul> <p>Up to the maximum one off cost of £1,900; maximum annual maintenance £2,150 if all of the above options are taken up.</p>
<b>Reasons for decision:</b>	<p>The terms “NEET” refers to a young person who is no longer in the education system and who is not working or being trained for work.</p> <p>The purchase of the Client Caseload Information System will enable the Council to meet its statutory requirement to be able to both track all post 16 young people within Herefordshire and meet the reporting requirements of the Department for Education.</p> <p>Following selection process specified in the Government G Cloud framework, CareerVision Limited have been identified as the Council's preferred supplier.</p> <p>The contract allows flexibility for adding years based on satisfaction with delivery and purchase of add-on services.</p>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	<p>Finance and legal have both been consulted as part of this process to award the contract.</p> <p>The one off costs are being funded from IT reserves; the annual costs are being funded by service area.</p>

<b>Details of any alternative options considered and rejected:</b>	Alternative options considered were: <ul style="list-style-type: none"> <li>• Remain with current system supplier: the contract ends October 2019.</li> <li>• Build an in house solution: rejected, as the risks were high, both time frames and reputational risk.</li> <li>• Go to open market: rejected as this was route to market would have lengthened the selection process and increased the amount of resources required to support the selection process, whilst the G Cloud framework provides both an effective and efficient process that meets procurement requirements.</li> </ul>
<b>Details of any declarations of interest made:</b>	None

Signed..... Date: 6 March 2019