

Record of officer decision

Decision title:	Decision to award a contract for Library Management System
Date of decision:	20 July 2020
Decision maker:	Director for Economy & Place
Authority for delegated decision:	<p>The Chief Executive's Scheme of Delegation. Appendix one of the scheme states under section SA41 that the Director of Economy and Place may implement decisions relating to Libraries. A link to the scheme of delegation is below</p> <p>http://councillors.herefordshire.gov.uk/documents/s50081131/Chief%20Executive%20Scheme%20of%20Delegation.pdf</p>
Ward:	Countywide
Consultation:	<p>Herefordshire Council Commercial Services Manager</p> <p>Herefordshire Council Finance Team</p> <p>Herefordshire Council Legal services</p> <p>Herefordshire Council Cabinet Member</p>
Decision made:	<p>To approve the award of a contract for the supply, maintenance and support of a Library Management System via the Framework Managed Services for Business Framework Agreement - Y16018 for a period of five years plus optional 2 year extension period (possible 7 years total) within a maximum contract value of £490k. The contract to be awarded to Capita Business Services.</p>
Reasons for decision:	<p>Under the terms of the Public Libraries and Museums Act 1964, Herefordshire Council has a statutory duty to provide a comprehensive and efficient library service, including the provision of 'bibliographic and other information as may be required by persons using it'. The delivery of library services is managed via Herefordshire Libraries Library Management System (LMS).</p> <p>Library Management Systems provide specialist IT services for library authorities including bespoke scripts and services specific to individual library authorities. It integrates with the council's own IT systems, supplier and partners IT systems, as well as library service hardware.</p> <p>The council has made a significant investment in the current LMS which has been crucial in delivering new online and digital library services and developing mutually beneficial relationships with local partners. The ongoing development of other library systems and services is dependent on the compatibility and reliability of the LMS.</p> <p>The current maintenance contract for the LMS is on a one-year rolling arrangement ending 30 June 2020.</p> <p>In March 2018 a Decision was taken to initiate a procurement process for a new LMS contract starting in 2020. This contract would be for a minimum of five years to support the current and future development of the LMS and give the potential for financial savings.</p>

	<p>Following this Decision, a review of service requirements and procurement options was undertaken with the Herefordshire Council Commercial Services team. The review included an assessment of the current LMS and alternative products in the market place, as well as potential costs incurred should the service move to a new system (estimated up to £90k for additional library staffing, equipment, training, systems, project management, support, and resourcing).</p> <p>The Framework Managed Services for Business Framework Agreement - Y16018 provides a compliant process for the procurement of a new LMS contract for the optimum term required which will enable the delivery of improved library services and reduce costs by an estimated £5k on the current annual service charge from year two of the contract (current value up to £395k over five years). It also offers the potential for further savings which will be reinvested to fund service improvements.</p> <p>Based on the costs to move to a new system combined with maintenance costs of alternative systems, the best value solution was provided by Capita.</p>
Highlight any associated risks/finance/legal/equality considerations:	No Health & Safety risks have been identified
Details of any alternative options considered and rejected:	<p>Continue with the current rolling arrangement. – The current contract ends 30 June 2020 and cannot be rolled forward again.</p> <p>Negotiate a new contract for a shorter term, e.g. one or two years. - This would not achieve cost savings and could inhibit development of library systems and services.</p> <p>Open tender rather than through The Framework Managed Services for Business Framework Agreement Solutions Framework. - This is not advisable due to the facilities in place to use the framework that has already been tested, compared to the significant amount of resources needed to run a tender process both in time and money. Comparisons were made with other providers via the framework.</p>
Details of any declarations of interest made:	None

Signed

Richard Ball
Director for Economy & Place

Date: 20 July 2020