

Record of operational decision

Decision title:	Approval to award contract for the update the technology used by the Council document management system
Date of decision:	19 November 2021
Decision maker:	Assistant Director Corporate Support
Authority for delegated decision:	Herefordshire Council's Constitution Scheme of Delegation, Part 3: Section 7 – Officer Functions: 3.7.5 Operational decisions. Chief Executive Scheme of Delegation to Officers Updated 7 June 2021 SA75 ICT Commissioning and Strategy to Assistant Director Corporate Support
Ward:	Countywide
Consultation:	n/a
Decision made:	Award contract to Daisy to the value of £56,630 and ComputaCentre to the value of £22,975.20 (excluding VAT) to migrate the council's corporate document management systems.
Reasons for decision:	<p>The technology (hardware and software support) that underpins the council's document management system is approaching end of life and thus needs to be moved on to supported platforms and technologies.</p> <p>This includes :-</p> <ul style="list-style-type: none"> • Moving data from the EMC Centera storage (at end of mainline hardware support) to the new hardware, • Migration from server 2008 (extended support ends 2022) to 2019 (supportable to 2029) • Conversion of data from CAS to S3 format. The conversion to S3 format also enables the council to move to cloud storage at a later date, if required, in line with the council digital strategy 2018-23 <p>The document management system is a solution development and supported by Daisy. ComputaCentre have existing expertise in the migration of data from CAS to S3 format.</p>
Highlight any associated risks/finance/legal/equality considerations:	The technology underpinning the council's document management system has or is approaching end of life, its continued use puts the system at risk from software vulnerabilities and both software / hardware.
Details of any alternative options considered and rejected:	Do nothing - this was not the preferred option due to the increasing risk to the council.
Details of any declarations of interest made:	None

Signed..... Date: 19 November 2021