

Record of officer decision

Decision title:	Decision to extend the Contract for the supply, maintenance and support of the Library Management System
Date of decision:	
Decision maker:	Corporate Director, Community Wellbeing
Authority for delegated decision:	Section CW-17 of the Chief Executive Scheme of Delegation gives the Corporate Director, Community Wellbeing the authority to implement this decision relating to Libraries.
Ward:	Countywide
Consultation:	Herefordshire Council Commercial Services Manager Herefordshire Council Finance Team Hoople IT
Decision made:	To exercise the option to extend the Library Management System contract with Education Software Solutions (ESS) for up to 24 months from 1 July 2025 to 30 June 2027.
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. The ongoing development of other library systems and services is dependent on the compatibility and reliability of the LMS.</p> <p>In July 2020, following a competitive procurement process Herefordshire Council entered into a contract for the supply, maintenance and support of a Library Management System for a period of five years plus optional 2 year extension period (possible 7 years total) within a maximum contract value of £490k. The current supplier has performed well and delivered cost savings of up to £395k over five years on the previous contract terms.</p> <p>The current contract includes the option to extend for up to 24-months from 1 July 2025. The council has made a significant investment in the current LMS which has been crucial in delivering new online and digital library services.</p> <p>The terms and conditions of this extension remain the same as per the contract offer dated 1 July 2020 and the Appendix 1 Change Control Notice dated 20 December 2023; and the pricing schedules</p>

	and key performance indicators also remain as per the contract terms which offers excellent value for money.
Highlight any associated risks/finance/legal/equality considerations:	No price increase on the initial contract terms and services. Framework charge increases in line with RPI. Additional services have been added during the contract term. These will increase in line with RPI.
Details of any alternative options considered and rejected:	<p>Not renew the current contract – this would leave the organization at risk of not having a viable LMS at the end of the contract period.</p> <p>Moving to an annual contract at the end of the contract term – this would not offer best value</p> <p>Procuring a new LMS – there is insufficient time and capacity to procure a new contract before June 2025. The extension will enable us to get best value from our contract and allow sufficient time to procure a new contract in 2027.</p>
Details of any declarations of interest made:	None

Signed – H. Hall Date: 11/12/2024