

# OFFICER DECISION NOTICE



This notice is to be used for the following types of officer decisions. (Select one option).

**A.** Decisions taken by officers under a specific express delegation from Council or a Committee.

**B.** Decisions taken by officers under a general delegation from Council or a Committee, which relates to (i) a permission or a licence, or (ii) the rights of an individual, or (iii) a contract or expenditure over which materially affects that relevant local government body's financial position.

<b>1. Title of decision:</b>	Library Management System Contract Approval
<b>2. Date of the decision:</b>	05 July 2023
<b>3. The decision maker:</b>	Donna Pentelow, Assistant Director Culture

## 4. Decision details:

- To award a new contract for provision of a Library Management System to Civica Spydus, as part of the South East Library Management System (SELMS) consortium, the lead authority for which is Royal Borough of Windsor and Maidenhead (RBWM)
- Contract to commence 1 August 2023 and run for an initial period of 5 years with options for extension of 2 years.
- Exact start date to be confirmed when approved by all authorities within the SELMS consortium of library services who operate a shared library circulation system (<https://selms.spydus.co.uk/>)
- A system such as this is essential for library service to function

## 5. Reasons for the decision:

- System contract is currently in place until 31 July 2024.
- Reading BC joined the system in 2017.
- Compliant framework used for award : Crown Commercial VAS framework
- Procurement led by RBWM

## 6. Alternative options considered (if any) and rejected:

- Alternatives would be a change in system – This would mean extended publishing times, review by all consortium legal teams, mobilisation time increased, more training required to use a different system, reduced functionality and potentially higher value contract – particularly problematic during the move of Central Library
- Library service may also need to leave SELMS if this was the case and launch a standalone procurement for a standalone system. Reading Borough Council would risk losing their buying power, would lose the skills and advice from consortium local authorities. There would be a risk of a higher cost incurred for a new standalone contract, more time to mobilise, train staff and implement the system

with our IT. The move into a consortium and consequent system change reduced RBC costs by over 50%.

### **Advantages to a direct award under the Crown Commercial Services VAS Framework**

VAS - [Vertical Application Solutions - CCS \(crowncommercial.gov.uk\)](https://www.crowncommercial.gov.uk)

- Reduced procurement timescales.
- No resource required to evaluate.
- Continuity of service provision from the incumbent.
- Opportunity to realise potential savings resulting from the incumbent's discounted offer.
- Much smaller resources needed for implementation of the new contract and significant savings that come with that. For example no requirement for –
  - Migration to a new system.
  - ICT input to ensure compatibility with other systems and software in use.
  - Liaising with other suppliers over changes that impact them (which may attract further costs)
  - Training all staff on a new system.
  - Managing the impact on customers on moving to a new system
- Low risk of challenge, as long as framework rules are followed.
- Same contract terms for all SELMS partners.
- Pre-Agreed Contract terms therefore less legal input needed.
- Any new members can adopt the same procurement route to ensure consistency.
- Contract prices are determined at outset.

### **7. List of open Background Papers:**

- none

### **8. List of confidential or exempt Background Papers:**

- none

### **9. Any other matters taken into consideration:**

<input type="checkbox"/> Legitimate expectation of consultation	<input type="checkbox"/> Procedural requirements
<input type="checkbox"/> Public Health implications	<input type="checkbox"/> Environmental or Climate Change
<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Risk Management implications
<input type="checkbox"/> Transparency of Information (FOI etc)	<input type="checkbox"/> Privacy Impact Assessments
<input type="checkbox"/> Human Rights Act Duties	<input type="checkbox"/> Equality Impact Assessment
<input type="checkbox"/> Corporate Parenting	<input type="checkbox"/> Community Safety
<input type="checkbox"/> Regulatory duties	<input type="checkbox"/> EU withdrawal
<input type="checkbox"/> Armed Forces Covenant	<input checked="" type="checkbox"/> Other

### **Details of the matters taken into account:**

- RBWM and RBC procurement satisfied compliant route

- Library service is supportive of the award

## **10. Legal considerations**

This is a call off under CCS FW RM6259 which allows for direct awards.

## **11. Financial considerations**

- This contract across the full 5 years totals between £100,000-150,000, which is built into the existing library budget.
- The revised contract includes a reduction on existing prices for the same level of service so represents no increase on the current budgeted spend with the potential for decreases over time.
- Therefore there are no significant Financial implications

## **12. Internal consultations**

- Procurement colleagues have been consulted and are supportive of the decision.

Sections 13- 18: To be completed only for Decision A (express delegation from a Committee)

<b>13. The name of the Committee:</b>	
<b>14. Date of the meeting:</b>	Click or tap to enter a date.
<b>15. Minute number:</b>	
<b>16. The delegation given by the Committee:</b>	
<b>17. The name of any member of the committee who declared a conflict of interest in relation to the decision:</b>	
<b>18. Any councillor or officer required to be consulted prior to the exercise of this delegation and details of their response.</b>	