

DELEGATED DECISION NOTIFICATION¹

REF NO²
D

LEAD DIRECTOR

Deputy Chief Executive

AUTHORITY BY
REFERENCE TO
SCHEME OF
DELEGATION:³

Officer Delegation scheme (Executive functions) – Director of Resources (i)

SUBJECT⁴

Request to waive Contracts Procedure Rules No 9.1 and 9.2 – High Value Procurements - to enter into a new contract for the supply and maintenance of the Trapeze database with Trapeze UK for three years from 1st April 2015 to 31st March 2018.

DECISION⁵

COUNCIL FUNCTION

EXECUTIVE DECISION (KEY)

EXECUTIVE DECISION (SIGNIFICANT OPERATIONAL)

NOT SUBJECT TO CALL IN

⁶EXEMPT FROM CALL IN: YES / NO

NOT SUBJECT TO CALL IN

The Chief Officer, CEL, approved the recommendation to waive CPR 9.1 and 9.2 and enter into a new contract for the supply and maintenance of the Trapeze database from 1st April 2015 to 31st March 2018.

AFFECTED WARDS

None

DETAILS OF CONSULTATION UNDERTAKEN

	Yes	No	Date
Executive Member	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Ward Councillors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Chief Officers Affected	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<u>02.03.2015</u>
Others (Specify)	<input type="checkbox"/>	<input type="checkbox"/>	_____

¹ This form is used both to give notice of an officer's intention to make a decision in accordance with Executive and Decision Making Procedure Rule 4.4, and to record a decision which has been taken by an officer in accordance with Article 13.5.2 (Council Decisions) or Executive and Decision Making Procedure Rule 4.8 (Executive Decisions). The decision set out on this form therefore reflects the decision that it is intended will be made, or that has been made. Although set out in the past tense a decision for which notice is being given may be subject to amendment or withdrawal.

² This reference number will be assigned by Governance Services and notified to you

³ The relevant paragraph within the decision makers delegated powers should be identified.

⁴ A brief heading should be inserted

⁵ Brief details of the decision should be inserted. This note must set out the substance of the decision, options considered and the reason for deciding upon the chosen option, although care must be taken not to disclose any confidential or commercially sensitive information. Guidance on the substance of the note is available from Governance Services

⁶ For Key decisions only. If exempt from Call In brief reasons to be given at end of this DDN and details to be provided in the report. The Call In period expires at 5.00 pm on the 5th working day after publication. Scrutiny Support will notify decision makers of matters called in by no later than 12.00 noon on the 6th day.

ADVICE SOUGHT		YES	NO
	Legal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Personnel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Equal Opportunities	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other Please Specify	<input checked="" type="checkbox"/>	<input type="checkbox"/> <u>ICT</u>	


CAPITAL FUNDING APPROVAL REQUIRED		YES	NO
	Funding Approval Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
	Injection Approval Required	<input type="checkbox"/>	<input type="checkbox"/>
(If yes to either, you must complete the Financial Development Funding Approval box below.)			

FINANCIAL DEVELOPMENT FUNDING APPROVAL/INJECTION (CAPITAL SCHEMES ONLY)	(Name:)	Scheme Number:
		CSR Number:
		Date:

DECLARED OFFICER / MEMBER INTERESTS ⁷	
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EXEMPT/ CONFIDENTIAL APPENDIX	YES <input type="checkbox"/>	NO <input checked="" type="checkbox"/>	RULE NO 10.4 ⁸ ()
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CONTACT PERSON	Dylan Owen	CONTACT NO ⁹ :	0113 3781844
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DECISION MAKER ¹⁰		DATE:
	(Name:)	

	KEY	OTHER
¹¹ First publication (5 day notice)		
Commencement for Call In		
Last date for Call In		
Implementation Date		

<p>Key Decisions If not on List of Forthcoming Key Decisions for at least 28 clear days, the reason why it would be impracticable to delay the decision:-</p> <p>If exempt from Call In, the reason why Call In would prejudice the interests of the Council or the public:-</p>
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⁷ No Member having a disclosable pecuniary interest or officer having an interest in any matter (whether pecuniary or otherwise required to be declared) should take a decision in relation to that matter. Other interests of a non-disqualifying nature should be recorded here. Any dispensation in place in relation to the matter should also be recorded here.

⁸ Relevant Access to Information Procedure Rules to be quoted if there is an exempt appendix

⁹ Please insert a complete telephone number whether land line or mobile, rather than an extension number.

¹⁰ The signatory must be duly authorised by the Director to make the decision in accordance with the Department's scheme. It is not acceptable for the signature to be 'pp' for an authorised signatory. For Key Decisions only, the date of the authorised signature signifies that, at the time, the Officer was content that the decision should be taken. However, should representations be received following public availability of reports the signatory will consider the effect which such representations should have upon the final decision.

¹¹ Governance Services will enter these dates



Report of Dylan Owen, Business Manager, Passenger transport

Report to Julie Meakin, Chief Officer, CEL

Date: 2ND March 2015

Subject: Request to waive Contracts Procedure Rules No 9.1 and 9.2 – High Value Procurements - to enter into a new contract for the supply and maintenance of the Trapeze database with Trapeze UK for three years from 1st April 2015 to 31st March 2018.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The current contract to supply and maintain Passenger Transport's passenger scheduling system with Trapeze UK (LCC503456) expires on 31st March 2015.
2. The Trapeze system is business critical. It is used across the service in various roles from booking and scheduling transport, allocating and managing resources and calculating costs and providing performance information.
3. The existing annual maintenance cost for this software is £50k .
4. It is estimated that to procure and implement a similar software solution it would cost the authority approximately £500k, would take in excess of 12 months, and would require extensive time from officers in the service as well as support from other services, eg PPPU and ICT.
5. The current system meets the demands of the service, is upgraded each year and is fully supported by ICT.

Recommendations

6. The Chief Officer of Civic Enterprise Leeds is recommended to approve the decision to waive CPR9.1 and 9.2 and enter into a new contract with Trapeze UK to supply and maintain the Trapeze database for a further three years.

1 Purpose of this report

- 1.1 This report seeks approval from the Chief Officer, Civic Enterprise Leeds to approve the waiver of CPR 9.1 and 9.2, in order to enter into a new contract with Trapeze UK, for the supply and maintenance of the Trapeze database.
- 1.2 The contract will be for three years from April 1st 2015 to 31st March 2018.
- 1.3 The annual cost of the maintenance is £50k per year.

2 Background information.

- 2.1 Trapeze was procured 2005 following an extensive market research project.
- 2.2 Since its implementation there have been a number of significant improvements to the database which have enabled the service to improve its day to day operation and become more efficient.

Examples are; the deployment of a web booking service which enables users to book trips on line, and more recently the introduction of a mobile working solution which allows work to be scheduled onto employees smart phones.

- 2.3 The service has a good relationship with Trapeze, (the company) and the database is fully supported by ICT.
- 2.4 Trapeze is the main provider of Passenger transport databases, providing a solution to 50 councils in the UK.

3 Main issues

- 3.1 Passenger Transport requires a database to manage the scheduling, costing and reporting on, 80,000 trips per month, which are either undertaken by the in-house service or Taxi and Private hire contractors.
- 3.2 The Trapeze database has been used successfully since 2005.
- 3.3 A significant amount of time and effort has been invested in the database by both Passenger transport and Trapeze which has resulted in improvements and upgrades to the database which have then enabled the service to improve its efficiency and introduce new ways of working, eg, on line web bookings and mobile working solutions which connect to employees smart phones.
- 3.4 Trapeze is the main provider of a Passenger transport solution to 50 authorities in the UK, including Transport for London, and is supported by Leeds ICT.
- 3.5 There is no other known provider of such a solution and to undertake a procurement exercise would take up to 18 months to implementation.
- 3.6 The annual cost of the maintenance is £50k, which given the complexities of the database is cost effective. It is estimated that to procure a new database of comparable functionality would cost in excess of £500k.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 ICT have been consulted of our intention to extend the contract with Trapeze and have approved the decision.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no implications of Equality, Diversity, Cohesion and integration.

4.3 Council policies and City Priorities

4.3.1 Passenger Transport provides transport for the most vulnerable people of Leeds, SEN children and Adults with learning difficulties. In order to manage this work a database is required which enables the routes to be scheduled and planned to the optimum efficiency, thus reducing carbon emission and the overall number of vehicles on the road at any given time.

4.4 Resources and value for money

4.4.1 There are no resourcing issues if the contract was agreed. If the decision were to re-procure the purchase of a database a significant amount of officers time would be incurred from both the service as well as PPPU and ICT who would be required to support the process.

4.4.2 The expected annual price increase from Trapeze is 5%, though Trapeze has offered to reduce this to 1.6% per year, if a new contract be agreed.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications and the report is not subject to call in.

4.6 Risk Management

4.6.1 There are no risks associated with renewing the contract.

4.6.2 If the decision to enter into a new contract was not agreed and a new procurement exercise undertaken and a new database procured the cost of this is likely to exceed £500k, plus staff costs involved in the actual procurement process.

5 Conclusions

5.1 The contract for support and maintenance with Trapeze has expired and therefore a new contract is required.

5.2 The Trapeze database is used extensively by Passenger transport and has adapted to many changes and improvements since its original purchase.

- 5.3 The database enables to service manage the effective scheduling and routing of 80,000 trips per month, which are performed by either the in-house service or Taxi and Private hire.
- 5.4 To not continue with Trapeze would mean a new procurement process has to be undertaken which could take in excess of 18 months, and they cost of a new database is likely to exceed £500k.
- 5.5 The annual cost of the contract is £50k per year and if approval is given to waive CPR 9.1 and 9.2, and enter into a new contract, Trapeze have agreed to reduce the annual price increase from 5% to 1.6% each year.

6 Recommendations

- 6.1 The Chief Officer, CEL, is recommended to approve the decision to waive CPR 9.1 and 9.2 and enter into a new contract for the supply and maintenance of the Trapeze database.

7 Background documents¹

- 7.1 None.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.