

Report of **Head of Fleet Services**

Report to **Chief Officer Civic Enterprise Leeds, Delegated Decision**

Date: **August 2015**

Subject: **Extension of the Support & Maintenance Contract for the Fleet Management System**

Are specific electoral wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of ward(s):		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

- 1 The purpose of this report is to seek approval to Waive CPR's 8.1 and 8.2 and to enter into a 12 month contract with Civica without going through a competitive tender process.
- 2 The existing fleet management IT software support and maintenance contract (Tranman, Supplied by Civica, contract LCC502140) expires on the 30th September 2015 will leave Fleet Services in a vulnerable position without any formal contracted support from the supplier.
- 3 The contract end date will not allow the service to undertake a formal market test due to the timescales required to carry out the exercise.

Recommendations

1. The Head of Fleet Services is requesting that the Chief Officer of Civic Enterprise Leeds gives approval to Waive CPR 8.1 and 8.2 and renew the maintenance contract for 12 months.

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval to enter into a 12 month contract with Civica without going through a competitive tender process. As the value of the contract is between £10,000 and £100,000 it will be necessary to waive CPR 8.1 and 8.2.

2 Background information

- 2.1 Tranman is the main Line of business application used by fleet services. It supports the entire workshop and much of the back office processes.
- 2.2 The implementation of Tranman has allowed the introduction of significantly improved processes within the Agency that has:
- Improved general performance /productivity
 - Enabled the delivery of cost savings
 - Provided timely, accurate management information
 - Enabled separate costs to be identified related to maintenance from costs related to accident repair
 - Reduced vehicle downtime
 - Provided the customer 'on line' status reports
 - Offered the customer 'on line' access to vehicle inventory, maintenance scheduling and on site status.
- 2.3 The Tranman system was purchased and introduced to Fleet Services, York Road in 2004, after an initial settling in period, the system has proved to be more than adequate in providing a service to Fleet. The system is well "bedded" in with staff and the many service functions.
- 2.4 The system has met the objectives set out in the original business case:
- improving performance & productivity
 - reducing vehicle downtime
 - providing the customer 'on line' status reports
 - offering the customer 'on line' access to vehicle inventory, maintenance scheduling and on site status
- 2.5 The current Costs are £15,000 per annum, which are the annual maintenance costs paid to Civica.
- 2.6 The contract was due to end July 2008 and was extended for further (annually) and then extended again in 2011 In accordance with the Council's Contracts Procedure Rules.
- ## **3 Main issues**
- 3.1 The current support and maintenance contract expires on the 30th September 2015. The waiver of the CPR rules 8.1 & 8.2 will enable Fleet Services to extend the contract for 12 months ensuring that the service have supplier support of their main business application.
- 3.2 It is possible to commence a procurement process for the supply of a new system. This would be a full OJEU tender which is likely to incur a substantial cost in terms of officer time producing tender documentation and evaluating the bids

4 Consequences if the proposed action is not approved

- 4.1 If the contract is not extended now it will expire and a full procurement exercise would have to be undertaken and the lessons learnt from the procurement of Tranman and Trapeze have shown a six month project plan would have to be instigated. The service would be unable to dedicate the time and resources needed to complete the exercise fully to the detail required at this moment in time.
- 4.2 Procurement of a new system would be costly and the service has no additional budget provision to fund an increase in costs.

5 Corporate considerations

5.1 Consultation and engagement

- 5.1.1 No consultation is required, however the Procurement Unit are aware of the current situation.

5.2 Equality and diversity / cohesion and integration

- 5.2.1 It is not considered that the content of this report or the recommendations made will have any impact on any specific impact on individuals or groups in terms of equality, diversity, cohesion and integration

5.3 Council policies and city priorities

- 5.3.1 It is important that this contract is extended for 12 months within the policies of Leeds City Council to ensure openness, transparency and fairness. As such this extension will be awarded in line with Leeds City Council's policies and procedures.
- 5.3.2 The proposals within this report will contribute to the continued delivery of fleet services requirements for Leeds City Council and support the following City Priorities:
- Vision for Leeds
 - Best Council Plan
 - Sustainable Economy and Culture City Priority Plan;

5.4 Resources and value for money

- 5.4.1 The Tranman system was purchased and introduced to Fleet Services, York Road in 2004, after an initial settling in period, the system has proved to be more than adequate in providing a service to Fleet. The system is well "bedded" in with staff and the many service functions.

5.5 Legal implications, access to information and call in

- 5.5.1 There are no legal or access to information implications. Call in does not apply as this is an administrative decision.

5.6 Risk management

- 5.6.1 It is possible to commence a procurement process for the supply of a new system. This would be a full OJEU tender which is likely to incur a substantial cost in terms of officer time producing tender documentation and evaluating the bids, If the contract is not

extended now it will expire and a full procurement exercise would have to be undertaken and the lessons learnt from the procurement of Trapeze show a six month project plan would have to be instigated. The service would be unable to dedicate the time and resources needed to complete the exercise fully.

6 Conclusions

- 6.1 Fleet Services to continue using Civica Tranman as the preferred and cost effective system for a further 12 months.
- 6.2 Fleet Services will undertake a soft market test to review the market for new solutions and ensure that Leeds City Council is receiving value for money.

7 Recommendations

- 7.1 The Chief Officer of Civic Enterprise Leeds is recommended to approve the waiver of the following Contracts Procedure Rule(s) 8.1 and 8.2 – Intermediate value procurements and award a contract to Tranman in the sum of £15,000.

The contract shall commence on the 1st October 2015 2015 and expire on the 30th September 2016.