

Report of **Library and Information Service**

Report to **Chief Officer Culture and Sport.**

Date: **26 July 2016**

Subject: **Waiver for the supply and ongoing support of the E-book and E-Audio contract**

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. This report seeks approval to continue to use the current provider Overdrive for the supply and ongoing support of the e-book and e-audio service for the Library & Information Service from 27th October 2016 until 31st March 2017. A new tender exercise will then be undertaken.

Recommendations

2. The Chief Officer Culture and Sport is recommended to approve the waiver of Contracts procedure rules 8.1 and 8.2 to enable the current provider Overdrive to continue to supply and ongoing support of the e-book and e-audio provision and that it should be extended from 27th October 2016 until 31st March 2017, at an approximate cost of £24k, whilst a new tender exercise is undertaken.

1. Purpose of this report

- 1.1. This report seeks approval for a short term extension to continue using the current provider Overdrive for the supply and ongoing support of the e-book and e-audio service for the Library & Information Service from 27th October 2016 until 31st March 2017.

2. Background information

- 2.1. The Council currently use the provider Overdrive Ltd for the supply of eBooks and eAudio books which will come to an end in October 2016. The current expenditure is budgeted up to £50,000 per annum; this is made up of £9,000 for the platform and potential spend of up to £41,000 on stock dependent upon availability of relevant new publishing in this format.
- 2.2. The service has been delivered to the Council's requirements over its term and there is no reason to suspect that this would change over the life of this proposed short term extension.
- 2.3. The eBook lending service has proved extremely popular with customers and loans are increasing year on year.
- 2.4. Overdrive has been the main supplier of eBooks and eAudio books in the UK, and the Library Service have been happy with performance over the duration of the contract.

3. Main issues

- 3.1. The current supply expires on 27th October 2016 and there are no provisions for any further extensions. The existing supply ends mid-year simply due to the start date of the original contract which was implemented as soon as the service was available. However, it is budgeted for according to the Council financial calendar (April to March); with the delivery straddling two financial years it has continually made it difficult to plan the budgeting of this service. An extension to the end of March will enable future contracts to be aligned with annual budget allocations.
- 3.2. When Overdrive was appointed as the provider they were the main supplier. There are now a number of other suppliers creating competition within this market, as such, during the period of this short term extension the service will conduct a comprehensive market test and tendering procedure for the appointment of a new service provider from 1st April 2017.
- 3.3. Negotiations with the supplier have indicated a cost of £9,375 to continue support to the e-book platform until 31st March 2017. Additional supply of e-book and e-audio content to meet the needs of our customers is likely to be approximately £15k for this period. As such the value of this short term extension is likely to be under £25k.
- 3.4. PPPU are supportive of this approach which will allow a more comprehensive market test and tendering procedure for the appointment of a new service provider from 1st April 2017.

4. Corporate Considerations

4.1. Consultation and Engagement

- 4.1.1. The proposal to implement a short term extension to the existing supplier has been discussed and agreed with colleagues from PPPU.

4.2. Equality and Diversity / Cohesion and Integration

- 4.2.1. An equality impact assessment screening form has been carried out and due regard for equality, diversity and cohesion has been considered with no negative impacts being identified.

4.3. Council policies and City Priorities

- 4.3.1. Library materials including e-book and e-audio are the cornerstone of library provision and provide an increased opportunity for participation in cultural activity, enabling a love of reading for pleasure, supporting the development of literacy skills as well as providing access to learning and information. The facility to be able to download eBooks and eAudio books from customers' homes onto their PCs or other reading devices has proved extremely popular over the last five years and use is still increasing.

4.4. Resources and value for money

- 4.4.1. Although a proprietary product a negotiated contract was completed in 2014 in accordance with the appropriate rules. The short term extension of the contract with the existing provider will enable future contract to be aligned with annual budget allocations and also enable a more comprehensive market test and tendering procedure for the appointment of a new service provider from 1st April 2017.

4.5. Legal Implications, Access to Information and Call In

- 4.5.1. This is a significant operational decision for procurement between £10k and £100k and is not subject to call-in.

4.6. Risk Management

- 4.6.1. During the initial supply period there have been no major concerns with the service provider, minor issues have been resolved through discussions and reviews with the supplier.

5. Conclusions

- 5.1. The provision of an e-book service is a valued part of the wider library offer. Extending the existing provision will enable the service to continue to provide this service whilst conducting a more comprehensive market test and tendering procedure for the appointment of a new service provider from 1st April 2017.

6. Recommendations

- 6.1. The Chief Officer Culture and Sport is recommended to approve the waiver of Contracts procedure rule 8.1 and 8.2 to enable the current provider Overdrive for

the supply and ongoing support of the e-book and e-audio provision to be extended from 27th October 2016 until 31st March 2017, at an approximate cost of £24k.

7. Background documents¹

7.1. N/A.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.