

Report of: Head of Information Management and Technology, Environment and Housing

Report to: Director of Environment and Housing

Date: 4th October 2016

Subject: LCCITS160016: Scanning Services Framework Contract Award

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: 10.4 (3) Appendix number: 1- Detailed Price and Score Breakdown.	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. The Director of Environment and Housing approved the commencement of a procurement for a Scanning Services Framework contract on 25th May 2016.
2. Following a procurement exercise run in accordance with the Council's Contracts Procedure Rules and the Public Contract Regulations 2016, this report seeks approval to award the Framework contract.

Recommendations

3. In line with Contract Procedure Rule (CPR) 18, the Director of Environment and Housing is requested to approve the award of a Scanning Services Framework contract to Box-it Document Solutions Ltd for a period of 4 years.

1 Purpose of this report

- 1.1 Following the evaluation of tenders received for a Scanning Services Framework, this report seeks approval to award a contract to Box-it Document Solutions Ltd, Winnall Down, Alresford Road, Winchester, Hampshire, SO21 1FP

2 Background information

- 2.1 The contract is for a Scanning Services Framework contract.
- 2.2 The Vision for the Council is to deliver better services to our citizens. In order to do this we need to have a more collaborative approach with our partners to access and share information easily. To achieve this we intend to digitise our paper records to allow greater usability of the information we hold, enabling us to redesign our information architecture to become more integrated and enable us to provide better outcomes for citizens.
- 2.3 The framework will enable services across the council to digitise their paper records, making them instantly available to users anytime, anywhere. The advantages of this will be:
- It will facilitate a reduction in use and rationalisation of Building Assets
 - Faster access to information leading to more efficient use of staff time
 - Improved records management
 - Reducing the carbon footprint
 - A reduction in mileage claims
- 2.4 The procurement followed the Open Procedure of the Public Contract Regulations 2016 on behalf of:
- Leeds City Council Civic Hall, Leeds, LS1 1UR
- Kirklees Council, Civic Centre, 3 Market Street, Huddersfield, HD1 2YZ
- Leeds Teaching Hospitals NHS Trust, Great George Street, Leeds, LS1 3EX
- Leeds Community Healthcare NHS Trust, Stockdale House, Headingley Office Park, 8 Victoria Rd, Leeds LS6 1PF
- Each organisation will enter into its own call-off contracts with the successful tenderer in accordance with its own governance rules.
- 2.5 The duration of the contract is four years.
- 2.6 The estimated value of the contract is between £3,000,000 and £6,000,000.

2.7 The evaluation panel comprised of:

Girish Solanki- Head of Information Management and Technology, Environment and Housing

Gerard Tinsdale- Head of Housing Management

Lorna Kelly- Information Governance Lead (Records)

Rebecca Nutting – Senior Information Governance Officer (Environment and Housing)

David Howe- Solutions Architect (ICT Services, Strategy and Resources)

Paul Gowland- Senior Business Partner (Business Improvement, Strategy and Resources)

2.8 The following tenderers submitted a response to the Council's Invitation to Tender:

- Box-it Document Solutions Ltd
- The British Library
- EDM Group Ltd
- Microform Imaging Ltd
- Personnel Hygiene Services Ltd
- Restore Scan Ltd

2.9 The tenders from The British Library and EDM Group Ltd were rejected as they did not meet the minimum threshold for the qualification evaluation

2.10 The tenders from Personnel Hygiene Services Ltd and Microform Imaging Ltd were rejected as they did not meet the minimum threshold for the quality evaluation.

2.11 The tender from Restore Scan Ltd was rejected as it did not include a schedule of prices as required within the Pricing Schedule.

3 Main considerations and reasons for contract award

3.1 The tender was evaluated on both quality and price.

3.2 The maximum amount of points available for quality was 600 and was subdivided with thresholds applied as follows:

	Method Statement	Assessment Method	Maximum Points Available	Minimum Score Threshold	Maximum Word Count/Page Limit
1	Question 1	Scored	25	10	550
2	Question 2	Scored	50	20	550
3	Question 3	Scored	50	20	550
4	Question 4	Scored	50	20	1100
5	Question 5	Scored	50	20	1100
6	Question 6	Scored	50	20	1100
7	Question 7	Scored	25	10	550
8	Question 8	Scored	25	10	550
9	Question 9	Scored	50	20	1100
10	Question 10	Scored	25	10	550
11	Question 11	Scored	25	10	550
12	Question 12	Scored	25	10	1100
13	Question 13	Scored	50	20	550
14	Question 14	Scored	25	10	550
15	Question 15	Scored	25	10	550
16	Question 16	Scored	50	20	1100

3.3 The points available for each method statement were related to how important that method statement was to the overall delivery of the contract.

3.4 In addition, a minimum overall quality threshold of 50% (300 points) applied.

3.5 Box-it Document Solutions Ltd exceeded the minimum quality standards on all 16 of the method statement questions.

3.6 The maximum amount of points available for price was 400 and comprised of:

Project 1, eFiles - 200 points

Project 2, Registrars - 200 points

- 3.7 For this tender, the price calculation was based on the tenderer with the lowest total price achieving the highest score available for price and the other tenders a reduced score based on calculating the percentage difference between them and the lowest price and deducting this percentage from the maximum score available.
- 3.8 The successful tenderer will use a subcontractor, Genus IT Hammond Close, Nuneaton, Warwickshire, CV11 6RY, to deliver specialist scanning requirements. The share of this work to be delivered by the sub-contractor will be dependent upon the type of work the Council contracts under the framework.
- 3.9 The overall price and quality scores for each of the tenderers can be found in confidential appendix 1 and demonstrates that Box-it Document Solutions Ltd offered the best combination of price and quality.

4 Corporate considerations

4.1 Consultation and engagement

4.1.1 Consultation with key stakeholders was undertaken when the particular procurement route was chosen including:

- Leeds City Council Information Management Board
- Leeds City Council Digital Information Project Board
- ICT Services
- Elected Members
- Senior Business Partner for Corporate and Central who also represented the Registrars service.

No consultation has taken place with key stakeholders as to whether the contract should be awarded to the winning bidder or not as this is determined by the evaluation of the tender received.

4.2 Equality and diversity / cohesion and integration

4.2.1 An impact and equality assessment was undertaken before undertaking the procurement exercise and it was found that there were no issues relevant to Equality and Diversity/ Cohesion and Integration with this decision.

4.3 Council policies and best council plan

4.3.1 The Framework underpins the values in the Best Council Plan, in particular "becoming a more efficient and enterprising council". In addition, the Framework supports the vision for Leeds 2011- 2030 to be the best city for Business.

4.4 Resources and value for money

- 4.4.1 A full procurement process has been undertaken in order to ensure that the council obtains best value for money.
- 4.5 The price submitted by Box it- Document Solutions Ltd was lower than any pre tender estimate. In addition, the pricing was reviewed against those tenders that were rejected to confirm it represented value for money.
- 4.5.2 Call-off contract placed against this Framework will be subject to individual business cases and it is a requirement of the Framework for the successful tenderer to demonstrate against each project that the costs charged to the Council are consistent with the pricing methodology and the catalogue pricing structure.

4.6 Legal Implications, access to information and call In

- 4.6.1 In line with the council's constitution the Director of Environment and Housing is authorised to make the decision to award this Framework contract to Box-it Document Solutions Ltd.
- 4.6.2 The information contained in Confidential Appendix 1 is considered confidential as this includes a detailed breakdown of tenderers scores and prices.
- 4.6.3 The Director of Environment and Housing made a decision on 25th May 2016 to enable this requirement to be tendered, which was a key decision and subject to call-in. This decision is a consequential decision and is being published as a significant operational decision for transparency and is not subject to call in.
- 4.6.4 The procurement followed the Open Procedure of the Public Contract Regulations 2015 and a notice was advertised in the Official Journal of the European Union.
- 4.6.5 In addition, the procurement was advertised on the Council's tendering website, YORtender.co.uk and the Government Contracts Finder website.
- 4.6.6 In accordance with the Public Contract Regulations 2015, a standstill period will be observed before awarding the Framework contract.

4.7 Risk management

- 4.7.1 The Framework contract risk will be managed by an appointed contract manager who will implement a contract management plan. Individual call-off contracts placed against the Framework will have their own governance arrangements.

5 Conclusions

- 5.1 The successful tenderer has demonstrated its ability to meet the Council's requirements and represents value for money.

6 Recommendations

- 6.1 In line with Contract Procedure Rule (CPR) 18, the Director of Environment and Housing is requested to approve the award of a Scanning Services Framework contract to Box-it Document Solutions Ltd for a period of 4 years.

7 Background documents¹

- 7.1 Confidential Appendix 1- Detailed Price and Score Breakdown. This document is exempt under Access to Information Procedure Rule 10.4 (3).

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.