

**Report of: Head of Music, ArtForms Music Service**

**Report to: The Director of Children & Families**

**Date: April 2017**

**Subject: Approval to waive Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Paritor Ltd to provide music service management software to Leeds City Council, ArtForms Music Service**



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

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## Summary of main issues

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1. The Council's has in place a contract with Paritor Limited for the provision of music management software since January 2008, support has been extended on an annual renewal basis each year. The current contract is due to expire April 2017.
2. There is a requirement to continue the provision of a service to manage information by ArtForms Music
3. The current service has been integrated with systems and procedures within the Council.
4. The current on premise solution offered by Paritor is being upgraded to a web based solution; the current solution will no longer be supported by Paritor.

## Recommendations

5. The Director of Children & Families is recommended to approve the waiver of Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Paritor limited for the provision of music service management system and award a contract to Paritor Limited in the sum of £6294.24 The contract shall commence on the 1st May 2017 a period of up to 3 years on an annual renewal basis.

## **1. Purpose of this report**

- 1.1. This report seeks approval from the Director of Children & Families to waive Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Paritor Limited for the provision of a music service management system for a period of up to 3 years on an annual renewal basis.

## **2. Background information**

- 2.1. The existing contract with Paritor Limited for the provision of a music service management system expires in April 2017.
- 2.2. There is a requirement to continue the provision of a service to manage information by ArtForms Music, in order to provide effective management of the service, and to report annually to Arts Council England, thus securing a grant which will be £1.1m in 2017/18.

## **3. Main issues**

### **Reason for contracts procedure rules waiver**

- 3.1. The Council has integrated a number of systems and procedures with the current service from Paritor Limited.
- 3.2. The solution currently provided by Paritor Ltd is due to be upgraded to hosted solution and existing on premise software will no longer be supported by Paritor Ltd.
- 3.3. The upgraded software provided by Paritor Ltd offers greater opportunity for remote and flexible working, allowing data to be inputted and accessed as needed, while still being subject to the appropriate requirements on data security.
- 3.4. The upgrade is a web-based system, with data held securely on a cloud-based server (the security of which has been verified by LCC).

### **Consequences if the proposed action is not approved**

- 3.5. Should a contract not be awarded, the Council would be unable to continue to effectively manage the ArtForms music service.
- 3.6. Inability to effectively manage the ArtForms music service would jeopardise traded income (£1.6m 2016/17) and Arts Council England grant income (£1.1m in 2016/17).
- 3.7. As there are currently no other providers able to provide a similar provision it is not believed the Council would obtain value for money by conducting a procurement exercise.

### **Advertising**

- 3.8. ArtForms Music sought quotes from all companies offering related products, and none were offered which matched service needs.

## **4. Corporate considerations**

#### **4.1. Consultation and engagement**

- 4.1.1. All users of the Paritor system, and all those responsible for the handling of music service data were consulted.
- 4.1.2. National and regional guidance from Music Mark (the professional body for music services) concerning the availability of other systems was obtained. The two possible alternatives were explored fully.

#### **4.2. Equality and diversity/cohesion and integration**

- 4.2.1. There are no Equality and Diversity / Cohesion and Integration issues associated with this decision.

#### **4.3. Council policies and best council plan**

- 4.3.1. The service underpins directorates requirements to meet the City Priorities by providing for the best use of resources in delivering a service to schools and the community in Leeds.

#### **4.4. Resources and value for money**

- 4.4.1. Quotes were requested from a number of companies believed to offer similar solutions, however, none of the companies could offer comparable products.
- 4.4.2. The relative low cost of the solution means the cost and resource involved in running a formal procurement would offset any potential savings.
- 4.4.3. Cost of the service for 17/18
  - Support £3158.24
  - £600 data hosting (under 4000 pupils) Special offer, this is normally £940.
  - £1100 Live Teacher (pro rata 11 months – May 17 – April 18)
  - £1100 Live Parent (pro rata 11 months – May 17 – April 18)
- 4.4.4. Annual renewal of the contract will be subject to price review. Any increase will not exceed 4% on the previous year.

#### **4.5. Legal implications, access to information and call-in**

- 4.5.1. The value of the service does not fall within the scope of the Public Contract Regulations.
- 4.5.2. The award value is an administrative decision and the waiver of the Contract Procedure Rules is a Significant Operational Decision.

#### **4.6. Risk management**

- 4.6.1. The contract will be managed by the contract manager through review meetings.

### **5. Conclusions**

5.1. To ensure the continued provision of a music service management package the contract should be awarded to Paritor Limited.

## 6. Recommendations

6.1. The Director of Children & Families is recommended to approve the waiver of Contract Procedure Rules 8.1 and 8.2 and enter into a contract with Paritor limited for the provision of music service management system and award a contract to **Paritor Limited** in the sum of **£6294.24** The contract shall commence on the 1<sup>st</sup> **May 2017** a period of up to 3 years on an annual renewal basis.

## 7. Background documents<sup>1</sup>

7.1 None

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<sup>1</sup> 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.