

Report of; Head of Employment Services

Report to; Chief Officer Shared Services

Date: 11 September 2017

Subject: Request to seek a waiver of CPR 8.1 and 8.2, to enter into a new public contract to Giant Precision Limited, for support and maintenance of software for a period of up to 18 months.

Are specific electoral wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If yes, 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. Abacus e-Media Recruitment Software (including support and maintenance) was procured in 2013 as a below EU threshold contract for a period of 3 years. The contract contained an option to extend for a further 12 month period, which was implemented in 2016.
2. The current contract is due to expire on the 17th November 2017.
3. Only Giant Precision Limited (contract novated from Abacus e-Media) offer support and maintenance on the Recruitment Software solution.

There is a requirement to continue the provision of support and maintenance of the software we are currently using beyond the 17th November 2017 whilst an in-house review is conducted of the council's recruitment procedure including our end to end business processes and recruitment policies including upcoming GDPR legislation and PSN requirements. Our review includes council wide engagement of recruiting

managers and senior managers to enable us to identify and reflect their business needs around resourcing so we can accurately reflect this in our specification of requirements.

The waiver is to afford us continuity whilst we reassess our business needs and it doesn't make sense to implement a new system that might not meet that future need/operating model.

4. On the 14th June 2017 a change of ownership took place for Abacus e-Media, which led to the current contract being novated to Giant Precision Limited.
5. With the increasing constraints on budgets, budgetary planning for the period 2017 to 2019 is required, to cover the proposed contract period. With further consideration being required for the next generation of the requirement.

It was determined that due to the upcoming review being undertaken within HR and Recruitment Services into the process that it intends to implement in the near future, that until such time as the review is completed, there is a requirement for the continued use of the Giant Precision Limited eRecruitment software to support HR and Recruitment Services arrangements. In order to allow this continuation, that approval be sought for a waiver of Contract Procedure Rules (CPR) 8.1 and 8.2, to allow the award of a contract to Giant Precision Limited. The contract will be for the continuing support and maintenance of this software (on annual basis) for a period of 18 months at a cost of £49,416 (from 11/11/2017 to 10 May 2019) which is £8236.00 per quarter (excluding VAT).

6. The justification for applying for the waiver of CPR 8.1 and 8.2 is that only Giant Precision Limited (in their role as an exclusive supplier) are capable of meeting the Council's requirements for the support and maintenance of the software (being that it is their software), meaning there is no reasonable or substitute available to provide this service.

Recommendations

7. The Chief Officer Shared Services is recommended to approve the award of a contract to Giant Precision Limited in accordance with this requested waiver of CPR 8.1 and 8.2, for support and maintenance (on an annual basis) for a period of 18 months at a cost of approximately £32944.00 per annum (excluding VAT).

1. Purpose of this report

- 1.1 To seek approval of the Chief Officer Shared Services to not commence a procurement, via a waiver of CPR 8.1 and 8.2. To award a contract to Giant Precision Limited (the exclusive supplier), for support and maintenance (on annual basis) for a period of 18 months at a cost of approximately £49416.00. Which is intended to commence on the 18th November 2017 on completion of the current contractual provision, which is due to expire on the 17th November 2017.

2. Background information

- 2.1 Abacus e-Media Recruitment Software (including support and maintenance) was procured in 2013 as a below EU threshold contract for an initial contract period of 3 years. The contract contained an option to extend for a further 12 month period, which was implemented in 2016.
- 2.2 The Abacus e-Media Recruitment Software business application is used by Shared Services to supports the back office process for recruitment of staff to the council.
- 2.3 The implementation of this software has allowed the introduction of significantly improved process within the Council recruitment process for example:
- Improved the candidate experience, allowing pre population of information such as personal information, education and employment history
 - Allowed paperless working in the recruitment team
 - Self service capability for managers
 - In house system configuration e.g. for managing process flows, also self design of application forms
- 2.4 The Abacus e-Media Recruitment software was purchased and introduced to Shared Services in 2013. After an initial settling period, the system has proved to be more than adequate in providing a service to Shared Services.
- 2.5 The system has met the objectives set out in the original business case:
- Reduction in resource of 2 x B3 FTE
 - Introduction of self service facility for managers
 - Reduction in paper based processes
 - Increased usage of mobile and web based technology
- 2.6 On the 14th June 2017 a change of ownership took place for Abacus e-Media, which led to the current contract being novated to Giant Precision Limited.
- 2.7 The current contract is due to expire on the 17th November 2017.

3. Main issues

- 3.1 The current contract with Giant Precision Limited expires in November 2017, however there is a requirement to continue the provision of the support and maintenance of the software whilst an in-house review is conducted of the council's recruitment arrangements, which will contribute to the specification of requirements for a new system.
- 3.2 Further, the review of recruitment will need to consider the impact of the new provisions of the General Data Protection regulations and compliance with the requirements of the Council's Public Sector Network licence. Work is currently underway to determine how these may affect our technology, policy, procedure and practice for the processing and retention of recruitment records.

4.0 Corporate considerations

4.1 Consultation and engagement

Consultation has taken place with ICT Strategic Sourcing and it was determined that due level of spend already incurred in using this software, and in order to be as open and transparent as possible, approval should be sought to waive the council's CPR 8.1 and 8.2 rules.

4.2 Equality and diversity / cohesion and integration

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 It is important that this contract is awarded within the policies of Leeds City Council to ensure openness, transparency and fairness. As such this contract will be awarded in line with Leeds City Council's policies and procedures.
- 4.3.2 The proposals within this report will contribute to the continued delivery of recruitment service requirements for Leeds City Council's policies and procedures

4.4 Resources and value for money

- 4.4.1 This contract will allow the continued use of the eRecruitment software which has proved to be more than adequate in providing a service to HR and Recruitment Services. The system is well "bedded" in with staff.

4.5 Legal implications, access to information, and call-in

- 4.5.1 The decisions highlighted in this report will be taken by the Chief Officer of Shared Services in line with the officer delegation scheme as detailed in Part 3 of the Council's Constitution.
- 4.5.2 The overall value of this decision is an administrative decision (£49416.00), the waiver of Contract Procedure Rules 8.1 and 8.2 is a significant operational decision and not subject to call in. There are no grounds for keeping the contents of this report confidential under the Access to Information Rules.

- 4.5.3 As the eRecruitment software has been taken into use since 2013 and proved successful in its application for HR and Recruitment Services, it would be reasonable to enter into a new contract with Giant Precision Limited for 18 months to allow the in house review of the council's recruitment processes which will inform future business processes and also contribute to the specification of requirements for a new system
- 4.5.4 Although there is no overriding legal obstacle preventing the waiver of CPR 8.1 and 8.2, the above comments should be noted. In making their final decision, the Chief Officer Shared Services should be satisfied that the course of action manages the risks highlighted above and represents best value for the Council.

4.6 Risk management

- 4.6.1 Should a contract not be awarded there is a risk that HR and Recruitment Services would be left in a vulnerable position without a formal contract support from the current supplier.

5 Conclusions

- 5.0 Due to the reasons set out in this report, it has been determined that approval should be sought to waive CPR 8.1 and 8.2, to allow the award of a contract to Giant Precision Limited. The contract is for support and maintenance (on annual basis) for a period of 18 months, at an approximate cost of £49416.00 per annum.
- 5.1 The justification for requesting the waiver of CPR 8.1 and 8.2, is that only Giant Precision Limited are capable of meeting the Council's requirements. As they are the only organisation that can provide the software support and maintenance, (being that it is their software), meaning there is no reasonable alternative or substitute available to provide this service, as they are the exclusive supplier.

6 Recommendations

- 6.0 The Chief Officer of Shared Services is recommended to approve the award of a contract to Giant Precision Limited by granting approval to waive the Contract Procedure Rules 8.1 and 8.2, for support and maintenance (on annual basis) for a period of 18 months at a cost of approximately £49416.00