

**Report of:** Applications Manager, Shared Services and Housing Hub

**Report to:** Chief Digital & Information Officer, Resources and Housing

**Date:** 15<sup>th</sup> October 2018

**Subject:** Approval to waive Contracts Procurement Rules (CPR's) 8.1 and 8.2 for the direct contract award to Venture Performance Management Ltd (VPM Ltd) to carry out the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Citywide	<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

## 1. Summary of main issues

- 1.1 This report has been compiled to provide information to support the reasons for the award of a contract to VPM Ltd to implement Cornerstone OnDemand's Recruitment and On-Boarding module.
- 1.2 LCC has recently awarded a contract to Cornerstone OnDemand for the provision of a Performance and Learning Solution (PALS), which includes a Recruitment and On-Boarding module.
- 1.3 Cornerstone OnDemand do not implement the Recruitment and On-Boarding module themselves, they use approved partners to carry out this work. Cornerstone OnDemand have recommended that LCC appoint their preferred partner VPM Ltd to assist with the implementation.
- 1.4 This report seeks a waiver of CPR's 8.1 and 8.2 for the direct contract award to VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module at a value of £32,000.

## **2. Recommendations**

- 2.1 The Chief Digital & Information Officer, Resources and Housing is recommended to approve a waiver of CPR's 8.1 and 8.2 for the direct contract award to VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module at a value of £32,000.

## **1 Purpose of this report**

- 1.1 To seek the Chief Digital & Information Officer, Resources and Housing approval to waive CPR's 8.1 and 8.2 for the direct contract award to VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module at a value of £32,000.

## **2. Background information**

- 2.1 LCC has recently awarded a 3 year contract to Cornerstone OnDemand for the provision of PALS. This solution also includes a Recruitment and On-Boarding module. The addition of the Recruitment and On-Boarding solution was evaluated against a number of criteria and it was agreed by all stakeholders that the solution meets LCC's requirements prior its inclusion within the new contract.
- 2.2 Whilst Cornerstone OnDemand's contract with LCC includes the provision of their Recruitment and On-Boarding module, it does not include the implementation. Cornerstone use partners to carry out this work with customers on their behalf.
- 2.3 Whilst Cornerstone have a number of partners that have implemented products on their behalf, they have recommend that LCC use VPM Ltd who is one of their most experienced partners in the implementation of their Recruitment and On-Boarding solution. LCC will therefore need to award a contract with VPM Ltd to enable this work to be carried out. This contract will include:-
  - Project Planning;
  - Implementation and configuration of Cornerstone OnDemand's Recruitment and On-Boarding module;
  - Linking the module to the LCC website;
  - Data migration;
  - Set up of interfaces.
- 2.4 VPM Ltd have provided a quote for this work as a one of cost of £32,000.
- 2.5 Implementation of Cornerstone OnDemand's Recruitment and On-Boarding module within PALS will provide LCC with a single integrated solution, which will enable the current recruitment solution to be decommissioned. This in turn will generate savings in the region of £691.00 plus cost avoidance savings amounting to £218,000.

## **3. Main issues and procurement options**

- 3.1 Whilst Cornerstone OnDemand are the provider of the Recruitment and On-Boarding module, they do not themselves undertake the implementation of the module. They utilise the services of a number of partners to implement their solutions. Cornerstone OnDemand have therefore recommended that LCC appoint their preferred partner to carry out this work.
- 3.2 After working with Cornerstone and explaining our functional and technical requirements, Cornerstone have recommended that LCC work with their preferred partner VPM Ltd who have previous experience implementing Cornerstone's Recruitment and On-Boarding solution and are confident that they will be able to implement the solution in line with our requirements.

3.2 LCC have held meetings with both Cornerstone and VPM Ltd to discuss the following providing further confidence that VPM Ltd will be able to successfully implement Cornerstone's solution within the timescales agreed.

- Project Planning
- Roles and responsibilities
- Implementation of Cornerstone's recruitment solution
- Implementation of Cornerstone's On-boarding
- Linking the Recruitment and On-boarding solution into the LCC website
- Implementation approach
- Timescales
- Resources
- Data migration
- Set up of interfaces
- Costs

3.3 The above is subject to LCC awarding a contract with VPM Ltd to carry out the implementation.

3.4 This report seeks approval to award a contract with VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module at a value of £32,000.

#### **4. Corporate Considerations**

4.1 Consultation and Engagement 4.2 After a series of demonstrations, workshops and meetings, LCC Recruitment Board have recommended that Cornerstone OnDemand's Recruitment and On-Boarding module is procured as part of the PALS contract, which has been awarded for a period of 3 years.

4.3 LCC Recruitment Board agree that the most sensible approach is to appoint VPM Ltd to implement Cornerstone OnDemand's Recruitment and On-Boarding module as they have the requisite experience.

4.4 Head of Employment Services in BSC and the Head of HR have signed off have signed off the Statement of Requirements for a Recruitment and On-Boarding solution which both Cornerstone OnDemand and VPM will be required to meet as part of their contracts.

4.5 The Shared Services and Housing Applications Team have worked closely with the Recruitment Project Team, DIS Strategic Sourcing Team, DIS Strategy & Solutions Team and Legal Services Team to ensure that all LCC legal and technical requirements have been met.**Equality and Diversity / Cohesion and Integration**

5.1 An Equality, Diversity, Cohesion and Integration Screening document has been completed and no adverse or otherwise impacts have been identified.

#### **6. Council Policies and the Best Council Plan**

6.1 The contract with VPM Ltd will be awarded in line with LCC's Contract Procedure Rules.

6.2 This contract will contribute to the delivery of the following Council policies and priorities:

- Working with communities - Best city for communities
- Spending money wisely

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

7.1 The procurement will be managed by the Shared Service and Housing Hub working with the Recruitment Project Manager.

7.2 The implementation of the Recruitment and On-Boarding module will be managed by the Shared Service and Housing Hub working with the Recruitment Project Manager. The implementation and support for this project will be undertaken using existing resources therefore no additional staff will be required for this work.

## **8. Legal Implications, Access to Information and Call In**

The decision to award a contract at this value is a Significant Operational Decision, and is not subject to Call In.

## **9. Risk Management**

9.1 The implementation of the Recruitment and On-Boarding module will be managed by an experience LCC Project Manager working with VPM Ltd. LCC's Shared Services & Hub Applications Team will assist and support throughout the implementation process.

9.2 The LCC Project Manager will follow the Councils standard project manager procedure ensuring the relevant documentation, approvals and stakeholder involvement is undertaken.

9.3 A risk and issues register will be developed as part of the project to implement the Recruitment and On-Boarding module.

## **10. Conclusions**

10.1 The Recruitment Board support and recommend that Cornerstone OnDemand's Recruitment and On-Boarding module should be implemented by Cornerstone's preferred partner VPM Ltd.

10.2 Approval to waive CPR's 8.1 and 8.2 for the direct contract award to VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module at a value of £32,000

## **11. Recommendations**

11.1 The Chief Digital & Information Officer, Resources and Housing is recommended to approve a waiver of CPR's 8.1 and 8.2 for the direct contract award to VPM Ltd for the implementation of Cornerstone OnDemand's Recruitment and On-Boarding module at a value of £32,000.

## **12. Background documents<sup>1</sup>**

12.1 N/A

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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.