

Report of: Deputy Head of the Library Service

Report to: Chief Officer, Customer Access & Welfare

Date: 9th April 2019

**Subject: Approval to award a Call-off contract against DN385601 - ITS200876:
Library Management System Framework Agreement.**

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. The Chief Officer, Customer Access & Welfare is requested to approve the award of a Call-off contract by the Library Service against the Library Management System Framework Agreement.
2. Following a procurement exercise carried out under the Public Contract Regulations 2015, a Framework Agreement for the provision of a Library Management System was awarded to Sirsi Ltd t/a SirsiDynix for a period of 4 years.
3. The Call-off contract to be placed against the Framework Agreement is to enable a Library Management System and associated support services to be procured, which will include, but not be limited to: management of stock procurement, stock circulation, fund management, and library membership management.

Recommendations

1. The Chief Officer, Customer Access & Welfare is recommended to approve a waiver of CPR's 9.1 and 9.2 and enable the award of a Call-off contract by the Library Service against the Library Management System Framework Agreement.

1 Purpose of this report

- 1.1 This report seeks approval to waive CPR's 9.1 and 9.2 and award a Call-off contract to Sirsi Ltd t/a SirsiDynix under the Framework Agreement to enable a Library Management System and associated support services to be procured. These services will include, but not be limited to: management of stock procurement, stock circulation, fund management, and library membership management.
- 1.2 The duration of the Call-off contract will be for an initial four year period plus the option to extend for a further 5x12 month periods.
- 1.3 The estimated value of the Call-off contract will be £33,050 initial cost for product implementation including configuration and training, and £30k per annum for each of the four years; estimated total cost will be £153,050, for four years.
- 1.4 Should each of the 5x12 month extensions be taken up the estimated total cost would be £303,050.

2 Background information

- 2.1 Leeds City Council has recently completed a procurement exercise on behalf of the Libraries Connected Yorkshire and Humber Branch (LCYHB), the regional branch of Libraries Connected, which represents the 15 authorities from the Yorkshire & Humber region: Barnsley, Bradford, Calderdale, Doncaster, East Riding, Hull, Kirklees, Leeds, N. Lincolnshire, N.E. Lincolnshire, North Yorkshire, Rotherham, Sheffield, Wakefield, and York.
- 2.2 The procurement exercise resulted in the award of a single supplier Framework Agreement for the supply of a "Cloud Hosted" Library Management System and associated support services.
- 2.3 The procurement exercise was carried out under the Public Contract Regulations 2015, and a Library Management System Framework Agreement was awarded to Sirsi Ltd t/a SirsiDynix for a period of 4 years.
- 2.4 Each of the 15 authorities from the Yorkshire and Humber region may award their own individual Call-off contracts against the Framework Agreement, subject to approval of their own individual business cases.

3 Main issues

- 3.1 In light of identified efficiency savings Leeds City Council's Library Service reviewed the provision of the Library Management System which has been provided by Capita Ltd for several years. It was anticipated that entering a competitive process for the future provision of the system/services would deliver the savings required; this situation was also recognised by other authorities within the Yorkshire and Humber region and it was agreed that a single supplier Framework Agreement would be pursued.
- 3.2 The Library Management System and associated support services to be procured under the Framework Agreement includes, but is not limited to: management of

stock procurement, stock circulation, fund management, and library membership management.

- 3.3 A separate report detailing the reasons for the award of the Framework Agreement to Sirsi Ltd t/a SirsiDynix was approved by the Chief Officer, Customer Access and Welfare on 26th March 2019.

4 Corporate considerations

4.4 Consultation and engagement

- 4.4.1 No consultation has taken place with key stakeholders regarding the reasons why the Framework Agreement was awarded to the winning tenderer, as this was determined by the procurement process and the evaluation of the tenders received. However, consultation with key stakeholders was taken when the particular procurement route was chosen including:

- Leeds City Council Information Management Board
- Leeds City Council Digital Information Project Board
- Leeds City Council ICT Strategic Sourcing Team
- Elected Members

4.5 Equality and diversity / cohesion and integration

- 4.5.1 An impact and equality assessment has been completed and it was found that there were no issues relevant to Equality and Diversity/ Cohesion and Integration with this decision.

4.6 Council policies and best council plan

- 4.6.1 The award of a Call-off contract underpins the values in the Best Council Plan, in particular “becoming a more efficient and enterprising council”. Additionally, the Call-off contract supports the vision for Leeds 2011- 2030 to be the best city for Business.

4.7 Legal Implications, access to information and call In

- 4.7.1 In line with Leeds City Council’s constitution and Contract Procedure Rules 9.1 and 9.2, Chief Officer, Customer Access & Welfare is authorised to approve the decision to award a Call-off contract for the Library Service against the Library Management System Framework Agreement. The decision is a Significant Operational Decision and not subject to call-in.

4.8 Risk management

- 4.8.1 The Call-off contract will be managed by an appointed contract manager who will implement a contract management plan.

5 Conclusions

5.1 As a result of the procurement process undertaken in accordance with Public Contract Regulations 2015, the successful tenderer has demonstrated their ability to meet Leeds City Council's requirements and represents value for money.

6 Recommendations

6.1 Chief Officer, Customer Access & Welfare is recommended to approve a waiver of CPR's 9.1 and 9.2 and approve the award of a Call-off contract to Sirsi Ltd t/a SirsiDynix under the Library Management System Framework Agreement.

7 Background documents¹

7.1 None

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.