

# Approval to waive Contract Procedure Rules (CPR's) 8.1 and 8.2 and award a contract for the provision of 600 licences for Integrated Digital Services

Date: 6<sup>th</sup> July 2021

Report of: Head of Digital Efficiencies/Interim Business Manager

Report to: Chief Digital & Information Officer (Leeds City Council and NHS Leeds Clinical Commissioning Group (CCG))

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## What is this report about?

- Integrated Digital Services (IDS) is required to continually upskill its staff in order to meet the demands of the service to ensure that it meets the city's and council's ambitions to deliver digital solutions.
- A review of different suppliers of online learning platforms has been undertaken and the best solution based on price is LinkedIn Learning.
- The Council is therefore awarding a contract to LinkedIn Learning for the provision of 600 licences at a cost of £48,540 for 12 months.

## Recommendations

- a) The Chief Digital and Information Officer is recommended to approve a waiver of CPR's 8.1 and 8.2 and award a contract to LinkedIn Learning for the provision of 600 licences for a period of 12 months from 16<sup>th</sup> July 2021 to 15<sup>th</sup> July 2022.
- b) The cost of the 12-month contract is £48,540.00

## Why is the proposal being put forward?

- 1 The purpose of this report is to set out the reasons for seeking approval to waive CPR's 8.1 & 8.2 and award a contract for the provision of 600 licences from LinkedIn Learning from 16<sup>th</sup> July 2021 to 15<sup>th</sup> July 2022.
- 2 Integrated Digital Services (IDS) is required to continually upskill its staff in order to meet the demands of the service. The service is under pressure to change and transform, while keeping the lights on therefore it is essential that training needs can be met quickly and efficiently.
- 3 An online learning platform will enable staff to access training including tools such as videos, PDFs, podcasts at their own pace.

## What impact will this proposal have?

### Wards affected:

Have ward members been consulted?

Yes

No

## What consultation and engagement has taken place?

- 4 Consultation has taken place with IDS Senior Management to consider the most effective and flexible way Integrated Digital Services (IDS) can ensure that training needs can be met as efficiently and quickly as possible.

## What are the resource implications?

- 5 There are no resource implications associated with the award of a contract to LinkedIn Learning.
- 6 The cost to purchase 600 licences from LinkedIn Learning is £48,540 for 12 months.
- 7 The nearest competitor who provided similar services would cost around £100,000 for 600 licences for 12 months.
- 8 LinkedIn Learning represents value for money and should a tender exercise be undertaken then the cost and effort required to deliver the same outcome (based on price) would be significant.

## What are the legal implications?

- 9 The value of the direct award detailed within this report is below the threshold for the application of the Public Contracts Regulations 2015 for the procurement of public services contracts and therefore it is not subject to the full UK procurement rules. This is a Significant Operational Decision and is not subject to Call In. There are no grounds for treating the contents of this report as confidential under the Council's Access to Information Rules.
- 10 Awarding the contract direct to LinkedIn Learning in this way could leave the Council open to a potential claim that it has not been wholly transparent should it be that this is not a proprietary product and there are other providers in the market who may be interested in this work.
- 11 There is a risk of an ombudsman investigation arising from a complaint that the Council has not followed reasonable procedures, resulting in a loss of opportunity. Obviously, the complainant would have to establish maladministration. It is not considered that such an investigation would necessarily result in a finding of maladministration however such investigations are by their nature more subjective than legal proceedings.
- 12 The Chief Digital and Information Officer has considered the above and, due to the large difference in price between other suppliers who deliver these services is satisfied that this decision represents best value for the Council.

## What are the key risks and how are they being managed?

- 13 If the recommendations are not approved: economies of scale will not be achieved.
- 14 Training requirements for IDS are monitored by the Senior Leadership Team (SLT) to ensure it is appropriate for the requirements.

15 Training will be proactively managed and monitored regularly by IDS and CCGs to ensure the benefits of the service are maximised.

**Does this proposal support the council's three Key Pillars?**

- Inclusive Growth       Health and Wellbeing       Climate Emergency

This proposal will not directly be impacting the three pillars but underpinning delivery of services by Digital and Information Services

**Options, timescales and measuring success**

**What other options were considered?**

16 Requirements for an online tool (including the following) were prepared and a number of suppliers in the market were approached regarding price and relevant content (technical and business).

- Covers a range of applicable technical and non-technical areas
- Provides a range of technical training materials.
- Link to industry certification programmes
- Complies or provides levels of accessibility
- Central admin function
- Usage/completion tracking
- Licenses are reusable
- Cost/Value for Money

17 The only solution which came within budget (by a significant margin) was LinkedIn Learning (formally Lynda.com).

18 The supplier provided 10 short term free licences over a 2-week period which were provided to staff across IDS to evaluate in terms of relevant content, ease of use etc.

**How will success be measured?**

19 This solution will give staff access to learning which is not only relevant to their existing roles (and where roles/technologies are changing) but also allow staff to learn at their own pace in areas where they may have an interest but not key to their existing role. This will be a big benefit to those staff who are keen to progress their careers outside of their existing job roles but there is currently limited scope for them to take on additional training.

20 This will supplement other training delivery models which exist such as via the MS agreement, Skills Development Network for NHS staff etc.

21 This solution will ensure that IDS staff will keep up to date with changing technologies to ensure transformation and delivery of the service.

**What is the timetable for implementation?**

22 Implement as soon as possible following approval of contract award.

**Appendices**

None

**Background papers**

None

### What is your reason for waiving CPRs?

|   |   |  |
|---|---|--|
| <p>There is a genuine, unforeseeable emergency meaning there is no time to go through a procurement process e.g. to deal with the consequences of extreme weather.</p>  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <p>To purchase supplies or services on particularly advantageous terms due to liquidation/administration.</p>   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <p>Requirement to put a contract in place with a current provider whilst a review of the services is completed.</p>   | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <p>Ran out of time to undertake a new procurement exercise</p>  | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| <p>Other (please provide summary here)</p> <p>Integrated Digital Services (IDS) is required to continually upskill its staff in order to meet the demands of the service. The service is under pressure to change and transform, while keeping the lights on therefore it is essential that training needs can be met quickly and efficiently.</p> <p>An online learning platform will enable staff to access training including tools such as videos, PDFs, podcasts at their own pace.</p> <p>This solution will ensure that IDS staff will keep up to date with changing technologies to ensure transformation and delivery of the service.</p> <p>A review of different suppliers of online learning platforms has been undertaken and the best solution based on price is LinkedIn Learning.</p> | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |