

Award of Contract - Microsoft Power Platform Delivery Specialist

Date: 16 December 2022

Report of: City Strategic Sourcing Manager

Report to: Chief Digital and Information Officer

Will the decision be open for call in? ☐ Yes ☒ No

Does the report contain confidential or exempt information? ☒ Yes ☐ No

Brief summary

The Chief Digital and Information Officer gave approval in September 2022 for the procurement of a supplier to augment IDS resources to deliver new technical solutions using Microsoft's Power Platform (primarily Power Apps).

Following a competitive procurement under the Digital Outcome and Specialists 5 framework, this report seeks approval to award a contract to the successful supplier.

Recommendations

- a) The Chief Digital and Information Officer is recommended to approve the award of a contract to Fujitsu Services Ltd, on a time and materials basis, for 12 months with the option to extend for a further three months. The contract to commence as soon as reasonably practicable following approval to proceed.

What is this report about?

- 1 The Chief Digital and Information Officer gave approval in September 2022 for the Procurement of a supplier to augment IDS resources to deliver new technical solutions using Microsoft's Power Platform (primarily Power Apps):
<https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=55682>
- 2 The requirement was tendered under the Crown Commercial Services Digital Outcome and Specialists 5 Framework on 7 October 2022 with 34 suppliers applying to be considered.
- 3 Following shortlisting based upon skills and experience, the highest five scoring suppliers were invited to submit a formal proposal.
- 4 The proposals were evaluated on technical competence (50%), cultural fit (10%) and price (40%), with the highest scoring supplier being Fujitsu Services Ltd.
- 5 A breakdown of those companies that applied, those invited to submit proposals and the scores achieved can be found in Confidential Appendix 1.

What impact will this proposal have?

- 6 The proposal will allow the Integrated Digital Service to appoint a supplier to supplement its internal resource with additional highly skilled and experienced technical resource so that solutions can be developed and deployed more rapidly, thus releasing savings / income generation opportunities more quickly. This will help support the budget challenges the council faces.

How does this proposal impact the three pillars of the Best City Ambition?

☐ Health and Wellbeing

☒ Inclusive Growth

☐ Zero Carbon

- 7 The technology will provide easier access to services and improved customer experience.
- 8 This technology will contribute to the automation and streamlining of services and the realisation of financial savings as well as improving the citizen experience when accessing council services.

What consultation and engagement has taken place?

Wards affected: N/A

Have ward members been consulted?

☐ Yes

☒ No

- 9 Consultation between senior staff within the Integrated Digital Service, Central Finance, and Directorates had taken place and the approach agreed as part of the original decision.

What are the resource implications?

- 10 This will involve internal resources working alongside the successful supplier to augment existing internal IDS resources. This is to facilitate the speedier delivery of solutions and to build and embed a repeatable methodology and approach to adopting, implementing and supporting solutions developed using the Microsoft Power Platform capabilities. The ongoing support of any solutions developed and deployed will be undertaken by existing resources within IDS.

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

- 11 A key risk relates to performance under the proposed contract. The requirements were tendered to include appropriate key performance indicators and these, together with overall contract performance, will be managed by an appropriately skilled representative from the Integrated Digital Service.
- 12 In addition, costs and delivery to budget will be managed to ensure value is achieved. The contract is on a time and materials basis to ensure the Council only pays for work delivered.

What are the legal implications?

- 13 The procurement was conducted using a valid framework agreement under the Public Contract Regulations 2015 and in accordance with the Council's Contract Procedure Rules.
- 14 This decision is a significant operational decision as a consequence of the decision taken to commence the procurement in September 2022.

Options, timescales and measuring success

What other options were considered?

- 15 As a consequential decision, alternative options were considered as part of the original decision.

How will success be measured?

- 16 The contract includes Key Performance Indicators and provides for regular review meetings with the successful supplier to enable the success of delivery to be measured.
- 17 Individual workstreams will be reviewed to ensure they deliver a reduction in cost of delivery of services and the realisation of financial savings within required timeframes. Specific financial savings will be identified as part of this work.

What is the timetable and who will be responsible for implementation?

- 18 The contract is to commence as soon as reasonably practicable following approval to proceed, with the work being delivered over a twelve-month period.
- 19 The Head of Digital Change will be responsible for implementation.

Appendices

- Confidential Appendix 1 – A breakdown of those companies that applied, those invited to submit proposals and the scores achieved.

Background papers

- Decision to commence the procurement:
<https://democracy.leeds.gov.uk/ieDecisionDetails.aspx?ID=55682>