

POLICY AND RESOURCES COMMITTEE – 14 JUNE 2021

PART I - DELEGATED

10. EXEMPTION FROM PROCUREMENT PROCEDURE RULES – INCOME MANAGEMENT (DoF)

1. Summary

1.1 To advise Members that an exemption to the Procurement process was approved by the Chief Executive under the Exceptional Circumstances exemption as permitted by the Council's Constitution.

2. Details

2.1 The Council has a contract for income management (AIM) with Capita and is required as part of that contract to maintain the currency of the version that the Council uses. The Council was on version 12 of the software which was based on a Microsoft platform that was going to be no longer supported. In addition, the version being used would not be compliant with Web Content Accessibility Guidelines.

2.2 As part of the upgrade to a newer version, Capita offered a five year extension to our current contract to ensure that the contract period would cover the period of the upgrade. As a result of the pandemic it was not felt that the Council had the resources to go out to full procurement and was reliant on online payment capability. The contract was under an existing framework and was below the OJEU limit.

3. Options and Reasons for Recommendations

3.1 The Constitution requires that a report is taken to the Policy and Resources Committee on the action taken in the event that an exemption to the procurement process is approved by the Chief Executive or a Director. This exemption is based upon the "Exceptional Circumstances" and "Limited Market" exemption set out in the Contracts Procedures Rules, evidence being that set out above.

4. Policy/Budget Reference and Implications

4.1 The recommendations in this report are set out in Part 4 of the Council's Constitution.

5. Financial

5.1 The annual cost of the contract is

- Annual support and maintenance £14,849
- Licences £11,000

5.2 The cost is within existing budgets.

6. Legal, Equal Opportunities, Staffing, Environmental, Community Safety, Public Health, Customer Services Centre, Communications & Website, Risk Management and Health & Safety Implications

6.1 None specific.

7. Recommendation

7.1 That the Policy and Resources Committee note the action taken.

Report prepared by: Alison Scott – Director of Finance

Data Quality

Data sources: Not applicable

Background Papers

The Council's Constitution: Part 4 – Contracts Procedure Rules

APPENDICES / ATTACHMENTS

None