

ASHFIELD DISTRICT COUNCIL: EXECUTIVE FUNCTIONS DECISION RECORD

Please use this form to record any Executive Decision taken by an Executive Lead Member or Chief Officer.

TO BE COMPLETED BY THE DECISION TAKER:	
1.	<p>Title / Subject Matter:</p> <p><u>Procurement of Civica OPEN Revenues & Digital 360 Contract</u></p> <p>To procure a new agreement with Civica UK Limited for their OPENRevenues software licence and Civica Digital 360 software licence, hosted solution and support contract using the KCS Y20011 Software Products and Associated Services 2, for a period of 5-years.</p>
2.	<p>Is this a Key Decision:</p> <p>KEY DECISION</p>
3.	<p>Decision Taken:</p> <p>To procure a new agreement with Civica UK Limited for their OPENRevenues software licence and Civica Digital 360 software licence, hosted solution and support contract using the KCS Y20011 Software Products and Associated Services 2, for a period of 5-years.</p>
4.	<p>Reasons for the Decision:</p> <p>On 28th February 2023, Executive Lead Member for Regeneration and Corporate Transformation approved the decision to examine the current capabilities of the Revenues & Benefits Management System to prepare documentation to go to open tender for a new contract.</p> <p>This activity has been completed and the Council has tested the marketplace to find a viable and cost-effective alternative to the current solution (Civica OPENRevenues). The result of the market analysis has found that the Civica OPENRevenues solution paired with the Civica Digital 360 document management software is still the most appropriate and productive solution in relation to its cost when compared to its direct competitors.</p> <p>As the Authority requires a stable and well-established system on which to operate its Revenues and Benefits activities, combined with the essential nature of this system for the Council, the recommendation is to make a Direct Award using Lot 5 of the KCS Y20011 Software Products and Associated Services 2 Framework, to secure a new agreement for a term of 5-years from 27th November 2023.</p>

5. Copy of the Report or Briefing Note setting out the information which was used as the basis for the Decision:

See attached Report.

6. Was the Decision classed as exempt? If so, what were the reasons for this:

EXEMPT REPORT - NOT FOR PUBLICATION - by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972, and in respect of which the Proper Officer considers that the public interest in maintaining the exception outweighs the public interest in disclosing the information.

7. Alternative Options Considered / Rejected:

1. Do Nothing – Rejected

This is not an option as the existing Civica OPENRevenues solution and contract has been in place since 28th May 2004 and the authority needs to undertake market testing to decide the most economically advantageous tender. The current contract is due to expire on 27th September 2023, however it has a rolling 12-month extension facility which has been exercised since start in 2004. Therefore, any procurement should be undertaken as quickly as possible to enable the authority to exercise the contract termination notice period of 90 days, as necessary.

The option of doing nothing is not an option in this case and by delaying a decision on this procurement will place the Council in a vulnerable position of not having a current contract in place or delaying it to an extent where an extension will need to be sought retaining the Council on the same terms and conditions. We have an opportunity to be able to realise long term benefits such as contractual and system capability.

2. Procure OPENRevenues using a Procurement Framework – Recommended

This choice was chosen as it will supply a continuation of access to the Civica OPENRevenues solution which is used effectively across the Council. Additionally, the new agreement will reduce the annual cost for the solution and enable the Authority to migrate to the vendor hosted 'Cloud' environment which is line with the Digital Strategy and Digital Principles of the Council.

To continue to gain a return on the previous investment in the Civica OPENRevenues solution and Civica Digital 360 document management software, the recommendation is to make a Direct Award using KCS Y20011 Software Products and Associated Services 2, to secure a new agreement for a term of for a period of 5-years, from 27th November 2023.



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3. Procure OPENRevenues using a Procurement Competition – Rejected
4. A mini competition has already been undertaken using the [RM3821 Data & Application Solutions](#) Framework which resulted in a non-award, as the pricing of an alternative solution offered by a different vendor was significantly higher than the budget set as part of the procurement activity. As the marketplace has already been tested in a competitive manner, this option was therefore not considered to be viable.

8. Declarations of Interest and Dispensations – if applicable:

Not Applicable

9. Name / Title of the relevant Executive Lead Member(s) consulted (if appropriate):

CLLR V HESLOP
Executive Lead Member for Customer and Digital Experience

10. Name / Title of the decision taker:

(a) Executive Lead Member:

CLLR V HESLOP
Executive Lead Member for Customer and Digital Experience

Date: 7 November 2023

TO BE COMPLETED BY DEMOCRATIC SERVICES

1. Date that the decision was notified to Members:

8 November 2023

2. Date and time when the Call-In period for this decision ends:

5pm – 15 November 2023

3. Date when the decision can be implemented (five clear working days following publication):

16 November 2023

4. Decision Reference Number (if applicable):

N/A