## ITEM No …15………..

REPORT TO: **CITY GOVERNANCE COMMITTEE – 21 APRIL 2025**

REPORT ON: **ATTAINMENT AND PROGRESS TRACKING SOFTWARE**

REPORT BY: **EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE AND CORPORATE SERVICES**

REPORT NO: **133-2025**

## 1    PURPOSE OF REPORT

1.1    The purpose of this report is to provide a further update on the development of a sourcing strategy for the tender process for Children and Families Service's Tracking and Monitoring System. Further to the approval at City Governance Committee on 24 June 2024 – (Article XI of the minute of meeting and report 181-2024 refers) to commence a tender process, this report now seeks approval to direct award a contract to a supplier currently on the Scottish Government Software Value Added Reseller Services (SVARS) in place of commencing a tender process.

## 2    RECOMMENDATION

2.1    It is recommended that the Committee:

a    Approves the commencing of procurement of the Tracking and Monitoring System in respect of the project described, based on the sourcing strategy, from Computacentre (UK) Limited.

b    Delegates authority to the Executive Director of Corporate Services to direct award a contract to the selected supplier in compliance with the Public Contracts (Scotland) Regulations of 2015

c    Approves expenditure on the project to the total value described in 3.1 below of £253,500.

## 3    FINANCIAL IMPLICATIONS

3.1    There are no direct financial implications associated with this report, other than the estimated cost of the contract to be awarded, the sum of which has already been approved in the relevant budget. From previous experience and market testing carried out, the total cost of the contracts awarded is anticipated to be £253,500 for the duration of the 3-year contract.  Any material deviation from this sum, resulting from the tender process that is above the amount allowed for contingencies, will require further approval from this Committee, prior to the contract being awarded.

3.2    The total project cost will amount to £253,500 over three years, 5 years with an estimated cost of £422,500. The first-year funding, estimated to be £84,500, will be funded from Scottish Equity Grant Funding and thereafter the software will be funded from the Children and Families Service revenue budget.

## 4    BACKGROUND

4.1    Further to the approval at City Governance Committee on 24 June 2024 – (Article XI of the minute of meeting and report 181-2024 refers) to commence a tender process, this report now seeks approval to direct award a contract to Computacentre (UK) Limited, a supplier on the Scottish Government Software Value Added Reseller Services (SVARS), in place of commencing a tender process.

4.2     Following market evaluation and consultation with other local authorities, the Computacentre (UK) Limited software system is deemed to be the most appropriate tool to meet Children and Families Service requirements.

4.3     Computacentre (UK) software has been designed to meet the Children and Families Service requirements, following pilot and implementation phases in a neighbouring local authority. Through partnership working, officers in the Children and Families Service have been part of the development of the bespoke system for Dundee. In addition, this supplier's system is now being used in a number of other Local Authorities, including Tayside. This supports the ability to share learning and benchmark performance.

4.4     This supplier's cloud-based software system will provide a platform which allows all users to track, monitor and analyse pupils' attainment and achievement data and report to parents on this progress. This system will also support narrowing the attainment and achievement gap by allowing access to relevant data to identify appropriate interventions in learning and teaching. The toolkit, due to its seamless integration with other management information systems (e.g., SEEMiS), will also track pupils' attendance and will allow all data to be analysed in several ways in a timeous manner, including the impact of attendance patterns on achievement.

4.5     This report supports the Council's IT Strategy which was approved at the City Governance committee on 4 March 2024 (Article VIII of the minute of meeting and Report 62-2024). The Councils IT strategy sets out to deliver secure, robust, and affordable IT platforms. Helping to enable digital services, mobile and flexibly accessible services through a cloud first approach.

4.6     This report also supports the Children and Families Service improvement plan priority on Improving Education outcomes for all and narrowing attainment and achievement gaps which was approved by City Governance Committee on 4 September 2023 – (Article III of the minute of meeting and report 185-2023).

4.7     It is anticipated the contract length will be 3 years with the option to extend it for a further two years and it is expected to cost in the region of £253,500 over the three-year period. 5 years' estimated cost £422,500.

4.8     The service is currently using a bespoke in-house system which requires significant officer time to provide and manipulate the necessary data. The current system requires data which has been saved in multiple different platforms to be collated three times a year and then analysed by a central team. This is shared with schools which provides a static view of the information relating to the young person.

4.9     The new system will be more automated and will provide easily accessible, instant, user-friendly information for all key stakeholders e.g. parents, teaching staff, Senior Leadership teams in schools and central officers, in real time. This new system will also allow schools to set up their own bespoke campaigns which should improve the tracking of any interventions and facilitate more effective use of their Pupil Equity Funding.

4.10    An implementation plan, which is expected to take three years, has been developed by the Performance Improvement Strategy Group. This plan covers necessary training to ensure the benefits the new system has can be maximised by all key stakeholders.


5       **SOURCING STRATEGY SUMMARY**

5.1     This sourcing strategy seeks approval to progress with the purchase of Pupil Tracking from a supplier available on the Scottish Government Software Value Added Reseller Services (SVARS).

5.1     Using the Scottish Government Software Value Added Reseller Services (SVARS) will ensure the successful supplier was subject to rigorous checks and meet the criteria to ensure compliance of price/quality ratio.

## 6      RISK ANALYSIS

6.1    There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

| Description of Risk | Probability (L/M/H) | Impact on DCC (L/M/H) | Actions required to manage Risk |
|---|---|---|---|
| **Commercial Risk** – That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits. | Medium | Low | Price charged is the standard rate, comparisons with other authorities is difficult as those spoken to have all provided support in developing the tool or support with the procurement process.  Market competition to ensure value for money has been achieved. |
| **Technical Risk** – This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification | Low | Low | Pre-tender engagement has been undertaken with the market to further Dundee City Council (DCC) in developing the technical specification. Evaluation process will seek the provider has the capability to meet DCC specific requirements. |
| **Performance Risk** – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits | Low | Low | A clear specification will be communicated in the tender documents. Appropriate monitor arrangements will be put in place to monitor supplier performance |
| **Contractual Risk** – Being able to remedy the 's shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops. | Low | Low | Bidder capability will be evaluated as part of the ICT process |
| **Procurement Risk** – where a procurement is found unsound in law, through the public procurement rules | Low | Low | Standard DCC terms and conditions for ICT Software  A purchase order will be granted in line with Procurement Regulations |

## 7      POLICY IMPLICATIONS

7.1    This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures or funding and so has not been

subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

**8      CONSULTATIONS**

8.1     The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

**9      BACKGROUND PAPERS**

9.1     None.

Paul Fleming                                              Audrey May
Executive Director of Corporate Services      Executive Director of Children and Families Service