

**REPORT TO: CITY GOVERNANCE COMMITTEE 24 JUNE 2024**

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

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

**REPORT NO: 181-2024**

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to provide an update on the development of a sourcing strategy for the tender process for Attainment and Progress Tracking software and to seek approval to commence a compliant tender process, leading to the award of a contract.

## **2.0 RECOMMENDATION**

- 2.1 It is recommended that the Committee:

- Approves the commencement of a procurement exercise in respect of the project described below, based on the sourcing strategy, summarised in this report.
- Delegates authority to the Executive Director of the Children and Families Service to award a contract to the successful bidder, following a tender process carried out in compliance with the Public Contracts (Scotland) Regulations of 2015.
- Approves expenditure on the project to the total value described in 3.1 below.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The estimated cost of the contract is £260,000 over three years or £420,000 over 5 years. There is provision in the Strategic Equity Fund (SEF), which is currently confirmed until 2026, to meet the costs of the contract. This is on the basis that the current SEF runs to 2026 and that the SG have not yet announced what equity funding will be made available thereafter. When required, the actual yearly cost will be worked out on a per pupil basis with each school's per capita budget reduced by the cost per pupil on the school's roll to fund the overall cost of the yearly contract, in agreement with Head Teachers.
- 3.2 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.

## **4.0 BACKGROUND**

- 4.1 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 Council's 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.
- 4.2 This report supports the Children and Families Service improvement priority to improve educational outcomes for all and to narrow 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).

- 4.3 This 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. The system will also support narrowing attainment and achievement gap by allowing access to relevant data to identify appropriate interventions in learning and teaching. The system will also track pupils' attendance and will allow all data to be analysed in several ways, in a timeous manner.
- 4.4 It is anticipated the contract length will be 3 years with the option to extend for a further two years and it is expected to cost in the region of £260,000 over the three-year period. 5 years estimated cost £420,000.
- 4.5 Following market evaluation and consultation with other local authorities the Attainment and Progress Tracking software system is deemed to be the most appropriate tool to meet Children and Families Service requirements.
- 4.6 The service is currently using a bespoke in-house system which requires significant officer time to collate and analyse 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 snapshot of attainment and attendance information relating to cohorts of pupils.
- 4.7 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 as well as central officers. This new system will also allow schools to set up their own bespoke campaigns which should improve the tracking of any interventions and lead to more effective use of their Pupil Equity Funding.
- 4.8 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.
- 4.9 Community Benefits will be added to the Invitation to Tender document and will include the Community Wish List for the contractor to contribute in line with the value of the contract.

## **5.0 SOURCING STRATEGY SUMMARY**

- 5.1 There are limited providers available to provide a bespoke system to meet Dundee City Council Children and Families requirements. The proposal is to adopt an Open Tender process. The contractor will be awarded via the Most Economically Advantageous Tender (MEAT) criteria. This would be based on the criteria of 30/70 price/quality ratio.
- 5.2 Community Benefits will be included in the tender documentation and evaluated and scored. Community Wish List will be utilised in line with the Contract Value. Fair Work First shall also be included within the tender documents and evaluated and scored to ensure that all regulations are adhered to.

## **6.0 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	Actions required to manage Risk
<b>Commercial Risk</b> – 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.	The requirement will be tendered to ensure value for money is achieved.
<b>Technical Risk</b> – This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification	Pre-tender engagement has been undertaken with the supply market to gain insight to supplier market capability. There will be a clear specification of requirements as part of the Invitation to Tender documentation.
<b>Performance Risk</b> – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	Appropriate monitor arrangements will be put in place to monitor supplier performance
<b>Contractual Risk</b> – 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.	Bidder capability will be evaluated as part of the ITT process
<b>Procurement Risk</b> – where a procurement is found unsound in law, through the public procurement rules	Standard DCC terms and conditions for ICT Software will form part of the Invitation to Tender documentation.  An open tender exercise will be carried out in accordance with Procurement Regulations

## 7.0 CONCLUSION

- 7.1 The approval of this report will allow the procurement process to be carried out for Attainment and Progress Tracking software.

## 8.0 POLICY IMPLICATIONS

- 8.1 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.

## 9.0 CONSULTATION

- 9.1 The Council Leadership Team were consulted in the preparation of this report and are in agreement with its content.

## 10.0 BACKGROUND PAPERS

- 10.1 None

Robert Emmott  
Executive Director  
Corporate Services

Audrey May  
Executive Director  
Children and Families Service

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