

ITEM No ...8.....

REPORT TO: POLICY AND RESOURCES COMMITTEE - 12 JUNE 2017
REPORT ON: WORK PLACEMENT MANAGEMENT SYSTEM
REPORT BY: EXECUTIVE DIRECTOR OF CORPORATE SERVICES
REPORT NO: 209-2017

1.0 PURPOSE OF REPORT

1.1 To recommend the purchase and supply of a Work Placement Management and Management Information System to replace the existing in-house Information Technology (IT) Systems for Work Placement Management.

2.0 RECOMMENDATIONS

2.1 The Committee is asked to approve the following:-

- a) Agree the outcome of the Tender Evaluation to procure a Work Placement Management and Management Information System
- b) Agree the expenditure described in paragraph 3 for the capital cost of the new system and the three year licensing, maintenance and support contract;
- c) Purchase the supply and services of Hanlon as the best value choice for the Work Placement Management and Management Information System, hosted and managed by the Supplier.

3.0 FINANCIAL IMPLICATIONS

- 3.1 The total purchase and implementation cost of £23,800 will be funded from the 2017/18 IT capital budget.
- 3.2 Annual external costs for licensing, maintenance and support of £4,200 from year 1 onwards will be met from Children and Families and Corporate Services Revenue Budgets for a three year period.
- 3.3 Internal staffing costs for administering the system will be contained within the Children and Families and Corporate Services Revenue Budgets.

4.0 MAIN TEXT

4.1 Our People Strategy commits the Council to ensuring that there is effective approaches to developing the young workforce. Succession and career planning for our current and future workforce also requires to be supported with the implementation of this new Work Placement Management system. Establishing the system will support us to engage with young people and Council staff about employment needs and gaps, assist in developing solutions to mitigate against competing service demands and develop clear routes into sustainable work opportunities. We will also be able to track our workforce which will provide us with the tools and information to succession plan across the Council and across our partnerships.

The additional critical factors have influenced the procurement of the new Work Placement Management and Management Information System:-

- a) The existing application needs to be substantially upgraded to enable it to be deployed on smart hand held devices. The Council's approach was that external IT software solutions should be considered;
- b) The need to make use of technology to mobilise the workforce, improve communication channels with customers and enable services to be delivered in a more flexible way;

- c) The impact of Corporate Services (IT) workforce planning and the reality of the reducing capability to maintain and enhance existing in-house systems in a rapidly changing environment;
- d) The need for a single system to coordinate, administer and manage the different work placement management activities and outcomes of the Council including School pupil work placements, DCC Modern Apprenticeships, Practice Learning, Health and Social Care Academy Students, Work Experience Graduates, Volunteering and Foundation Apprenticeships.

4.2 A programme of work to approach the market place for Work Placement Management and Management Information Systems was initiated and managed by the Customer Services and IT Service with each of the stakeholder divisions represented.

4.4 It was known that a number of market place solutions were already used by other Local Authorities. An Invitation to Tender (ITT) would allow Dundee City Council (DCC) to set out its requirements to the marketplace. A single stage open tender was advertised on the Public Contracts Scotland advertising portal which was open to all potential bidders.

4.5 An ITT Team was established to prepare the necessary invitations to tender which included the specification of requirements. This group represented the key business areas within Children and Families and Corporate Services Departments that would benefit from using such a new solution and included IT representation.

4.6 The tender assigned weightings to requirements within specific criteria which were applied as 60% for "Quality, aesthetics and functional characteristics and 40% "Price". Supplier tender responses were evaluated as well as scenario based product demonstrations held.

4.7 Feedback from the qualitative evaluation phase and the 3 year product and maintenance cost figures were used to complete the Scottish Government provided "Quality Price Tender Evaluation Matrix" to identify the preferred supplier/solution. For the provision of a Work Placement Management and Management Information System the final scores were as follows:-

Ranking	Bidder	Quality Score (60%)	Price Score(40%)	Combined Score
1	Hanlon	42.52	39.52	82.04
2	Nicholas Associates	38.18	40.00	78.18

4.7 Hanlon was identified and agreed to be the preferred supplier/solution for a Work Placement Management and Management Information System for the Children and Families and Corporate Services.

4.8 The Hanlon product is based on modern architecture, fully web based and flexible to meet future needs of the service. As such, it will meet the objectives of the Councils work placement requirements..

4.9 As the system has mobile functionality, information can be gathered and updated by staff "out in the field". This will create a culture where staff can easily access and record information without having to return to the office.

4.10 The system is accessible by business intelligence tools which will enable staff to be self sufficient in the creation and maintenance of management information reports.

5.0 POLICY IMPLICATIONS

5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

6.0 CONSULTATIONS

The Council Management Team were consulted in the preparation of this report.

7.0 BACKGROUND PAPERS

None.

Marjory M Stewart
Executive Director of Corporate Services

Date:

