

REPORT TO: POLICY & RESOURCES COMMITTEE - 28 SEPTEMBER 2009
REPORT ON: CORPORATE ELECTRONIC RECORDS MANAGEMENT SYSTEM
REPORT BY: DIRECTOR OF CITY DEVELOPMENT
REPORT NO: 467-2009

1 PURPOSE OF REPORT

1.1 This report details tenders received and requests a decision on acceptance thereof.

2 RECOMMENDATION

2.1 Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for each project.

Project Reference	Project Description	Contractor	Tender Amount	Total Amount	Finance Available
	Corporate Electronic Records and Document Management System (CeRDMS)	Mouchel Management Consulting	£738,125	£738,125	£800,000
Total			£738,125	£738,125	£800,000

3 FINANCIAL IMPLICATION

3.1 The Head of Finance has confirmed that funding for the above projects is available as detailed on the attached sheets.

4 POLICY IMPLICATIONS

4.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

5 CONSULTATIONS

5.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance), Head of Finance and Assistant Chief Executive have been consulted and are in agreement with the contents of this report.

6 BACKGROUND PAPERS

6.1 None.

7 FURTHER INFORMATION

7.1 Detailed information relating to the above Tenders is included on the attached sheet.

7.2 Although the tender is not the cheapest received each tender response was evaluated under set criteria based on quality/functionality and cost (60%/40%). Civica, although the cheapest, significantly lacked key functionality. The Morse tender included significant functionality and provided a robust and adequate solution to cater for our short term corporate record and document management needs. However the Mouchel bid provides the council with a longer term platform to enable changes to the ways in which we provide our services, and carry out our business processes, in addition to meeting our short term needs. Overall the Mouchel bid came out as the strongest bid from the evaluation process and represents the best value for money for the Council.

CLIENT	Mouchel Management Consulting														
PROJECT NUMBER PROJECT PROJECT INFORMATION	P&T/09/05 Corporate electronic Records and Document Management System (CeRDMS)														
TOTAL COST	Contract £738,125 Total £738,125														
FUNDING SOURCE BUDGET PROVISION & PHASING ADDITIONAL FUNDING	Capital Spending Plan Year 1 - £614,925 Year 2 - £61,600 Year 3 - £61,600														
REVENUE IMPLICATIONS	£61,600 in annual support and maintenance licences														
POLICY IMPLICATIONS	The CeRDMS project is viewed as a pivotal component of the councils wider modernisation programme. It is included in the current Council Plan 2007-2011 as part of the corporate information strategy.														
TENDERS	Tenders were invited from .8..... contractors and the following tenders received:- <table border="0"> <thead> <tr> <th><u>Tenderers</u></th> <th><u>Tender</u></th> </tr> </thead> <tbody> <tr> <td>Civica</td> <td>£393,302</td> </tr> <tr> <td>Morse</td> <td>553,274</td> </tr> <tr> <td>Mouche</td> <td>£738,125</td> </tr> <tr> <td>Opentext</td> <td>£994257</td> </tr> <tr> <td>EMC</td> <td>£997,030</td> </tr> <tr> <td>IBM</td> <td>£997,724</td> </tr> </tbody> </table>	<u>Tenderers</u>	<u>Tender</u>	Civica	£393,302	Morse	553,274	Mouche	£738,125	Opentext	£994257	EMC	£997,030	IBM	£997,724
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RECOMMENDATION	To the tender that represents the best value for money (Mouchel)														
ALLOWANCES	Contingencies to cover: £61,875 <ul style="list-style-type: none"> • Additional Training • System Development Work • Additional Consultancy • Software integration costs including third party software companies • Additional/upgrades of licences • Contingency • Travel and meetings allowance Total														
SUB-CONTRACTORS	Attevo														
BACKGROUND PAPERS	CeRDMS – End Stage Report v1.0														