

# Record of Cabinet portfolio member decision

## NEW LEGAL TIME RECORDING AND CASE MANAGEMENT SYSTEM

**DATE OF PUBLICATION – 7 JUNE 2013**

- NB: The Head of Legal and Democratic Services must receive a request to call-in this decision by 4.30pm on Friday 14 June 2013.
- Subject to the call-in mechanism this decision will be implemented on Monday 17 June 2013.
- The council's cabinet portfolio holder has taken the executive decision outlined below. This decision is published in accordance with the council's procedure rules.

DECISION TAKER	DETAILS OF DECISION
<b>Mrs E A Ducker</b>	<p>To approve the transfer of £5715 from the remaining provisional capital budget of £7500 to support the purchase of the new time recording and case management software. The balance of £4000 is held on the approved capital budget.</p> <p>Within the 2012/13 budget, Cabinet approved a capital growth bid to procure a new time recording and case management system. A provision of £7500 one off was agreed.</p> <p>A request for proposals was issued on 6 November 2012 and we received proposals from four companies.</p> <p>Each proposal was evaluated against the minimum requirements. The award criteria were evaluated 60% financial, 30% technical proposal and 10% presentation and demonstration.</p> <p>The project team met on 24 January 2013 to evaluate the award criteria and moderate the scores. The team agreed unanimously to award the contract to Iken.</p> <p>The one off capital cost of installing the shared system is £19,430. The cost will be split 50/50 between the South and Vale i.e. £9715 each. The annual licence fee for years 2, 3 and 4 is £2030 per council i.e. £4060 per annum.</p> <p><b>South Costs:</b>            Year one capital cost South = £9715            Year two, three, four revenue cost South = £2030 pa</p> <p><b>South Budget:</b>            Capital approved = £4,000</p>

DECISION TAKER	DETAILS OF DECISION
	<p>Capital provisional = £7500 Revenue budget = £5171</p> <p>This contract will be awarded in accordance with the contracts procedure rules number 37 dated 1 November 2012.</p>
	<p><b>Reasons for recommending decision</b></p> <p>The Iken system was selected on overall proposal score as detailed above.</p>
	<p><b>Alternative option considered</b></p> <p>To continue operating the two existing systems.</p> <p>The existing software packages are no longer supported by the suppliers therefore the council is not able to develop management reports and streamline processes.</p>

If you have any queries regarding this decision please contact the decision taker above or Liz Hayden, [Liz.hayden@southandvale.gov.uk](mailto:Liz.hayden@southandvale.gov.uk), 01491 823705

A copy of the report considered by the Cabinet member is available from Steven Corrigan, Democratic Services Manager, Legal & Democratic Services, 01491 823049, [steven.corrigan@southandvale.gov.uk](mailto:steven.corrigan@southandvale.gov.uk)