



ADUR & WORTHING
COUNCILS

Executive Members for Resources
13 July 2020

Decision to be taken on or after
21 July 2020

Key Decision: Yes

Ward(s) Affected: N/A

Award of a contract for a new integrated Human Resources and Payroll software solution.

Report by the Director for Digital & Resources

Executive Summary

1. Purpose

- 1.1 The current contract for the HR and Payroll system comes to an end on the 31st March 2021.
- 1.2 The Council has undergone a procurement process to find the most appropriate solution for the future. This report seeks approval to award the contract to a new supplier.

2. Recommendations

- 2.1 The Executive Members are recommended to approve the award of the contract to Civica.

3. Context

- 3.1 The current contract for the HR and Payroll software solution ends on the 31st March 2021. To ensure that any replacement meets the Councils future requirements a detailed specification was prepared and the Council undertook

an EU procurement process with support from the Council's procurement team.

3.2 The Councils intend to let a 5 year contract with the option to extend for a further 5 years. The implementation of any major administrative system is complex, time consuming and expensive, consequently having the ability to extend the contract by a further 5 years ensures that the Council can maximise the benefit of a new system which meets the needs of the Councils.

3.3 To ensure that the new contract would meet the Councils needs for the next 5 to 10 years, a working group from the HR, payroll and digital teams across the Council was set up. In particular, the new specification included details of the utilities required to meet the Councils digital strategy.

4. Issues for consideration

4.1 The Council received 5 bids which were then subject to a detailed assessment including seeking references for those bidders who scored the highest. One of the bidders withdrew during the procurement exercise.

4.2 The bids were assessed against detailed requirements as set out in the Invitation to Tender document. The tender assessment process was weighted 70% in favour of quality to ensure best fit with the Council's requirements and 30% for price.

4.3 In summary, the bidders were scored as follows:

Bidder	1	2	3	4	5
		Withdrew			
Quality weighting - 70%					
Weighted quality score	62.53		64.22	62.58	61.22
Price weighting - 30%					
Score (lowest bid price as a percentage of contract price)	100		80	75	46
Weighted price score	30.00		23.95	22.59	13.73
Total weighted score	92.53		88.17	85.17	74.95

4.4 The proposal is to let the contract to bidder 1 (Civica) who scored the highest in the assessment.

5. Engagement and Communication

5.1 Officers representing all of the teams who will be principal users of the system were involved in the development of the specification and the assessment of the resultant bids.

5.2 Officers across the Councils were notified of the new product from the New Year and have been updated about the progression of the tender process.

5.3 There will be further engagement with officers across both Councils on the implementation and development of the product over the coming months to ensure the product is implemented to meet user needs.

6. Financial Implications

6.1 The Councils have a capital budget of £175,000 and an annual maintenance budget of £56,450. The preferred bidder's costs can be accommodated within these budgets and the Council should expect an annual revenue saving of £20,000 in maintenance and hosting costs.

6.2 The overall budget for the contract over the potential 10 year term is £740,000, the estimated overall cost of the contract and associated implementation will be £496,000 and so the Council will generate a saving of £244,000 over the lifetime of the project.

7. Legal Implications

7.1 Section 1 Local Government (Contracts) Act 1997, as amended, provides that every statutory provision conferring or imposing a function on a local authority confers power on the local authority to enter into a contract with another person for the provision or making available of assets or services or the purpose of, or in connection with, the discharge of the function by the local authority.

7.2 The Council has adopted Contract Standing Orders which form part of the Council's Constitution (Part 4). They provide that an Executive Member has the authority to enter into a contract of any value where it is within an approved Revenue Budget.

Background Papers

- Tender documents (commercially confidential)

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Sustainability & Risk Assessment

- 1. Economic**
Matter considered and no issues identified.
- 2. Social**
 - 2.1 Social Value**
Social value is considered as part of the procurement process
 - 2.2 Equality Issues**
Matter considered and no issues identified.
 - 2.3 Community Safety Issues (Section 17)**
Matter considered and no issues identified.
 - 2.4 Human Rights Issues**
Matter considered and no issues identified.
- 3. Environmental**
Matter considered and no issues identified.
- 4. Governance**
Matter considered and no issues identified.