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<b>Report To:</b>	<b>Policy and Resources Committee</b>	<b>Date:</b>	<b>25 May 2010</b>
<b>Report By:</b>	<b>Paul Wallace</b>	<b>Report No:</b>	<b>ICT/003/1005/GRM</b>
<b>Contact Officer:</b>	<b>Gordon McLoughlin</b>	<b>Contact No:</b>	<b>Ext: 2787</b>
<b>Subject:</b>	<b>Approval to Advertise a Contract on the National Advertising Portal</b>		

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## 1.0 PURPOSE

- 1.1 The purpose of this report is to seek approval from Committee to suspend Standing Order 5 of the Council's Standing Orders relating to contracts in order to advertise a contract for an intelligent e-forms solution on the Public Contracts National Advertising Portal, as per Standing Order 6.1 of the Council's Standing Orders relating to contracts.

## 2.0 SUMMARY

- 2.1 The delivery of an intelligent e-forms solution is an important element of the modernisation of service delivery under the Operating Model. To ensure the achievement of best value and transparency, officers believe that this can only be achieved by advertising this contract on the National Advertising Portal.
- 2.2 Intelligent e-forms technology enables the Council to develop electronic forms that present the appropriate subsequent question based on the response to the current question. This flexibility allows the development of electronic forms that users can complete without the need for specialist knowledge. This will facilitate self service on the web and delivery of a wider range of services through the Customer Service Centre.
- 2.3 The National Advertising Portal - Public Contracts Scotland - launched in August 2008 is a vital mechanism for enabling the Scottish Public Sector to:
- Increase competition and support Best Value.
  - Provide valuable free contract to suppliers.
  - Support the Public Sector to achieve a more transparent tendering process and adhere to EU rules.
  - Build stronger communication links with buyers and suppliers.
  - Stimulate growth in Scotland.
- 2.4 The value of the contract for the intelligent e-forms solution is approximately £40k.
- 2.5 Committee approval has previously been granted to advertise the following contracts on the National Advertising Portal:
- Portable Appliance Testing
  - Supply of Trailers
  - Purchase of Chippers
  - Purchase of Plant Equipment
  - Purchase of Debris Loaders

### **3.0 RECOMMENDATION**

3.1 It is recommended that approval be granted to:

- a) Suspend Standing Order 5 of the Council's Standing Orders relating to contracts; and
- b) To advertise a contract for an intelligent e-forms solution on the National Advertising Portal, as per Standing Order 6.1 of the Council's Standing Orders relating to contracts.

Paul Wallace  
Corporate Director  
Organisational Improvement & Resources

## 4.0 BACKGROUND

- 4.1 The delivery of an intelligent e-forms solution is an important element of the modernisation of service delivery under the Operating Model. To ensure the achievement of best value and transparency, officers believe that this can only be achieved by advertising this contract on the National Advertising Portal.
- 4.2 Intelligent e-forms technology enables the Council to develop electronic forms that present the appropriate subsequent question based on the response to the current question. This flexibility allows the development of electronic forms that users can complete without the need for specialist knowledge. This will facilitate self service on the web and delivery of a wider range of services through the Customer Service Centre.
- 4.3 The National Advertising Portal - Public Contracts Scotland - launched in August 2008 is a vital mechanism for enabling the Scottish Public Sector to:
- Increase competition and support "Best Value".
  - Provide valuable free contract to suppliers.
  - Support the Public Sector to achieve a more transparent tendering process and adhere to EU rules.
  - Build stronger communication links with buyers and suppliers.
  - Stimulate growth in Scotland.
- 4.4 The value of the contract for the intelligent e-forms solution is approximately £40k.
- 4.5 Committee approval has previously been granted to advertise the following contracts on the national advertising portal:
- Portable Appliance Testing
  - Supply of Trailers
  - Purchase of Chippers
  - Purchase of Plant Equipment
  - Purchase of Debris Loaders
- 4.6 The use of the national advertising portal is a key Best Practice Indicator (BPI) for the Scottish Government and links into their Sustainable Procurement Policy in opening up tendering opportunities for SME's.

## 5.0 CONSULTATION

- 5.1 Consultation has taken place with the Head of Legal and Democratic Services, Corporate Procurement and the Chief Financial Officer and the financial implications are as detailed in the following paragraph.

## 6.0 IMPLICATIONS

- 6.1 The estimated costs are detailed in 6.2.
- 6.2 Financial Implications – One off Costs:

Cost Centre	Budget Heading	Budget Year	Proposed Spend this Report	Virement From	Other Comments
Extra DWP monies	Finance	2010/11	Circa £40k		Maximum budget available is £60k

Financial Implications – Annually Recurring Costs/(Savings):

<b>Cost Centre</b>	<b>Budget Heading</b>	<b>With Effect from</b>	<b>Annual Net Impact</b>	<b>Virement From (if Applicable)</b>	<b>Other Comments</b>
ICT	Maintenance	2010/11	Circa £8k	n/a	Intended to contain from on-going efficiency savings

## **7.0 CONCLUSIONS**

- 7.1 To enable the purchase of the intelligent e-forms solution to progress and to ensure best value and transparency; it is our opinion that this can only be achieved by advertising this contract on the National Advertising Portal.