

Report to	Cabinet	Item
	13 November 2019	
Report of	Director of neighbourhoods	1
Subject	The award of contract for a tenancy and estate management system	

KEY DECISION

Purpose

To seek approval to delegate authority to award a contract for a tenancy and estate management system

Recommendation

To delegate approval to the director of people and neighbourhoods in consultation with the deputy leader and cabinet member for social housing and the cabinet member for resources, to award the contract for a tenancy and estate management system.

Corporate and service priorities

The report helps to meet the corporate priorities ‘people living well’ and ‘great neighbourhoods, housing and environment’ and the service plan priority to deliver the *Corporate Asset Management Strategy*.

The report helps the council to meet its target of being a healthy organisation.

Financial implications

On 24 September 2019, council approved an increase in the Housing Revenue Account Capital Programme of £695,000 in 2019/20 and £230,000 in 2020/21 to fund the acquisition and implementation of new tenancy and estate management system; and an increase in the HRA revenue budget of £10,000 for additional software licence support and maintenance costs from 2020/21.

Ward/s: All Wards

Cabinet member: Councillor Harris – Deputy Leader and Social housing

Councillor Kendrick - Resources

Contact officers

Lee Robson, Head of Neighbourhood Housing Services	01603 212939
Jane Allen, Service Improvement Manager	01603 212497

Background documents

None

Report

Background

1. On 24 September 2019, council approved an increase in the Housing Revenue Account Capital Programme of £695,000 in 2019/20 and £230,000 in 2020/21 to fund the acquisition and implementation of new tenancy and estate management system; and an increase in the HRA revenue budget of £10,000 for additional software licence support and maintenance costs from 2020/21.
2. LGSS Procurement is managing this procurement process in accordance with the Public Contracts Regulations 2015 on behalf of the council. The procurement process is being conducted using the Crown Commercial Services framework RM3821 – Data and Application Solutions Lot 2b: Environmental & Planning. This is a specialist framework for IT solutions.
3. As required by the framework guidance, all suppliers on the framework lot were provided with the opportunity to express an interest in the opportunity. An e-mail was issued to all 15 suppliers on the lot. Expressions were initially received from 3 suppliers. These suppliers were then invited to submit a tender issued on 27 September 2019. The submissions were to be responses to a series of method statement questions based on the Council's Statement of Requirements and a pricing schedule. The base evaluation criteria was Quality of 70% weighting split in to a series of sub-criteria. The weighting for Price was 30%. The tender deadline was 4 November 2019.
4. Following the expiration of the deadline, 3 submissions have been received
5. The council will evaluate the tender returns and select the supplier that best meets the council's budget and requirements. Evaluation will consider both quality and price to determine the most economically advantageous return. Evaluators have been selected from all service areas and from our Joint Venture partners to ensure that comprehensive system which benefits all areas of the council.
6. This approach will ensure the opportunity is competitive, will promote value for money, and is fully compliant to the council's contract procedures and the Public Contract Regulations 2015.
7. The contract is required to be awarded by 6 December 2019 to meet key deadlines for service delivery.
8. The decision to award will be published as a notice of key decision.

Recommendation

9. To delegate approval for the director of people and neighbourhoods in consultation with the deputy leader and cabinet member for social housing and the cabinet member for resources, to award the contract for a tenancy and estate management system.

Integrated impact assessment



NORWICH
City Council

The IIA should assess **the impact of the recommendation** being made by the report
Detailed guidance to help with the completion of the assessment can be found [here](#). Delete this row after completion

Report author to complete

Committee:	Cabinet
Committee date:	13 November 2019
Director / Head of service	Bob Cronk, director of people and neighbourhoods
Report subject:	The award of contract for a tenancy and estate management system
Date assessed:	5 November 2019

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other departments and services e.g. office facilities, customer contact	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Development of system will increase interdepartmental efficiencies.
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Efficient use of resources in IT if not having to deal with IT equipment failure
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional requirements will be met through existing resources.
Financial inclusion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Potential of more seamless service.
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

	Impact			
Equality and diversity (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Environmental (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments

	Impact			
Risk management	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Risk management to be incorporated throughout contract management.

Recommendations from impact assessment	
Positive	
Increasing interdepartmental efficiencies, potential of a more seamless service.	
Negative	
Neutral	
Issues	