

THE HIGHLAND COUNCIL
ICT PROCUREMENT WORKING GROUP

Minutes of Meeting of the ICT
Procurement Working Group held in
Council Headquarters, Glenurquhart
Road, Inverness on Thursday 22 May,
2008 at 4.00 pm.

PRESENT

Mrs C Wilson
Mrs P Munro
Mr J Laing
Mrs M Davidson

Mr W Fernie
Mr R Rowantree
Mr K MacLeod
Mr D Hendry

Officials in attendance:-

Ms M Morris, Assistant Chief Executive
Ms V Nairn, Head of E-Government, Chief Executive's Office
Mr J Grieve, IS Client Manager, Chief Executive's Office
Mrs K Dunbar, Procurement Project Manager, Chief Executive's Office
Mr D MacDonald, Principal Administrator, Chief Executive's Office

Mrs C Wilson in the Chair

1. Apology for Absence

An apology for absence was intimated on behalf of Mr J Ford.

2. Remit of the Working Group

Members **NOTED** the terms of reference for the Working Group agreed at the Resources Committee meeting held on 16 April, 2008:-

- (i) to provide support for the effective procurement of an IS Service, in accordance with the decision of the Council;
- (ii) To consider documentation and approach, at key stages in the procurement process, in order to advise the Resources Committee.

3. Procurement Process

In this connection, there had been circulated to Members only Report No ICTP/01/08 dated 19 May 2008 by the Assistant Chief Executive which highlighted the key stages in the Procurement Process using the European Competitive Dialogue process that had been adopted by Highland Council. This process provided a structured tendering approach that would allow dialogue with selected bidders to help identify and define needs and requirements.

In a presentation, the IS Client Manager outlined the key stages in the process and clarified issues raised by Members. The Group was advised that the

project had completed the procurement preparation phase and that the appropriate OJEU Notice would be advertised next week. Continuing, he described the various stages in relation to the competitive dialogue process,

- Issue of Pre-Qualification Questionnaire (PQQ)
- Selection of a short list of 6 applicants, following the PQQ evaluation, to work with during the competitive dialogue stage.
- Invitation to Submit a Detailed Solution – following ISOS (Invitation to Submit an Outline Solution) the selection of a further shortlist to a final 3 bidders. The ISOS stage would include an assessment of value for money compared with a public sector model.
- Invitation of final Tenders
- Selection of Preferred Bidder
- Award of contract and contract signature

In response to a point raised, the Assistant Chief Executive confirmed that a project timeline would be presented for information to the next meeting of the Group.

Thereafter, the Group thanked the IS Client Manager for his presentation and **NOTED** the information provided in the report.

4. Project Progress

There had been circulated to Members only Report No ICTP/02/08 dated 19 May 2008 by the Assistant Chief Executive which provided an update of the project progress and introduced the key documents required to commence the procurement process.

The Group was informed that a Project Team had now been appointed together with appointments of a number of external advisers,

Legal Advisers – Biggart Baillie

Financial Advisers – Grant Thornton

Technical Advisers – National Computer Centre (NCC)

It was confirmed that the following key tasks had been completed during Procurement Preparation:-

- The establishment of a standalone computer network completely separate from the current Fujitsu infrastructure to ensure confidentiality of the Project Documentation.
- Gathering of baseline information from existing services and Fujitsu, and discussion with external bodies including the Northern Constabulary, Highlands and Islands Fire and Rescue Service, NHS (Highland), Scottish Natural Heritage, Highlands and Islands Enterprise and Moray Council to identify any potential procurement partnerships.
- Completion of documentation required for the publication of the OJEU Notice.

In discussion, the Group considered the terms of the Programme Scope and Objectives, the Information Memorandum which would be used as part of the PQQ, and the Evaluation Criteria to be used with the PQQ. Responding to points raised in relation to the documentation, it was confirmed that the

weightings provided in respect of the evaluation criteria had been agreed following advice sought from the project's external advisers.

Thereafter, the Group **NOTED** the information provided in the report.

5. Staffing and Trade Union Communication

There had been circulated to Members only Report No ICTP/03/08 dated 19 May 2008 by the Assistant Chief Executive which outlined the briefing and consultation process for the Trades Unions and Council staff who may be affected by the procurement and establishment of a Single IS Client, as well as a wider briefing for all staff.

Following an update on the staff briefings which had been held to date and confirmation that appropriate monitoring of staff attendance at the briefings was being carried out by the project team to ensure that all staff were properly briefed, the Group **NOTED** the information contained in the Communications Plan which had been circulated as an Appendix to the report.

The meeting ended at 4.55 pm