

**THE HIGHLAND COUNCIL
ICT PROCUREMENT WORKING GROUP**

Minutes of Meeting of the ICT Procurement Working Group held in Committee Room 1, Council Headquarters, Glenurquhart Road, Inverness on Wednesday 26 November, 2008 at 9.00 a.m.

PRESENT

Mrs C Wilson (Chairman)
Mr W Fernie
Mr K MacLeod

Mr J Ford
Mr M Rattray
Mrs M Davidson

Officials in attendance:-

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

Mrs C Wilson in the Chair

1. Apologies for Absence

An apology for absence was intimated on behalf of Mr D Hendry.

2. Minutes

There was circulated for information Minutes of meeting of the Working Group held on 21 October 2008.

The Working Group **NOTED** that the Minute would be submitted for approval to the Resources Committee at its meeting to be held on 3 December 2008.

3. Council Requirements - Outline Solution

The ICT Procurement Project Manager gave a presentation, copies of which were tabled of the Competitive Dialogue process highlighting the progress to date, the Council's requirements for the new contract and an outline of the timetable for the remainder of the procurement process.

The current progress with the procurement process was **NOTED..**

4. Outline Solutions from Bidders

The ICT Procurement Project Manager gave a presentation, copies of which were tabled, highlighting to Members, the Outline Solutions proposed by the three remaining bidders, in response to Highland Council's requirements, the

details of the submissions, the advantages and disadvantages of them and the constraints they contained

During discussion, a number of points raised by Members were clarified including, the possibility of bids being submitted on open source/freeware or shareware programs; the flexibility of use of the equipment to recognise the mobility of officers and members in the performance of their duties; improved coverage of 'helpline' and service provision; the coverage of the school computer estate and curriculum software.

The group:

- (i) **NOTED** the outline bids subject to the points raised during the presentation and by Members during discussion, being clarified with the bidders during the dialogue and the detailed tender bidding phases and:
- (ii) **AGREED** that a further report be submitted on the future for the legacy assets held by Education, Culture and Sport Service.

5. Outline Solutions Evaluation Report

There was circulated to members only Report No. ICTP/13/08 by the Project Manager which presented the project team's evaluation of the three Outline Solution responses from bidders and key issues for discussion with the bidders at the dialogue phase of the procurement.

The Working Group:

- (i) **NOTED** the Report; and
- (ii) **AGREED** to recommend that all three bidders who had submitted Outline Solutions be invited to submit Detailed Solutions.

6. Public Sector Comparator

There was circulated to Members only Report No. ICTP/14/08 by the Procurement Project Officer which summarised the initial findings of the Highland Council Public Sector Comparator (PSC). It had been agreed to present the PSC in two stages in line with Outline and Detailed stage of the ICT Procurement Competitive Dialogue process. The report therefore represented the Outline PSC and explained that the comparator would continue to be refined during the Detailed Solution phase in accordance with the timetable detailed in the report.

The Working Group **NOTED** the report and that a further report would be submitted to the next meeting of the Group on the Risk Differential Calculation required to assess the full PSC.

7. 2009 Meeting Dates

The Working Group **NOTED** the following meeting dates for 2009:-

- 28 January 2009
- 8 April 2009
- 19 May 2009
- 9 June 2009 (*additional meeting*)
- 29 July 2009
- 15 September 2009
- 10 November 2009

All meetings at **10.30 am** in Council Headquarters, Inverness.

The meeting closed at 12.40 p.m.